

Correcting Errors Prior to Payroll

From the Payroll Monitor, you can quickly correct issues that can impede payroll. Your organization decides the situations that can hold up payroll. For example, if employees have missing punches, they are not paid for the appropriate hours.

The payroll monitor highlights critical issues, which need correction before payroll is exported. Links drill down to specific problem issues.

Payroll	Scheduling	H.R.
Weekly > Mon to Sun	This Week	Usage
Employees 87	Begins 11/14/05	Active Employees 87
Previous Period	Ends 11/20/05	Hourly Status Types
Begins 11/07/05	Employees Scheduled 87	Full Time 87
Ends 11/13/05	Employees Scheduled Off 13	Part Time 0
Posted	Employees Without Schedules 0	Active Conditions
Issues 2, 0 critical	Next Week	Normal 86
Hours 3477.50	Begins 11/21/05	Probation 1
Dollars 37098.5600	Ends 11/27/05	Training 0
Status Sufficient to Proceed	Employees Scheduled 87	
Current Period	Employees Scheduled Off 3	
Begins 11/14/05	Employees Without Schedules 0	
Ends 11/20/05		
Issues 40, 2 critical		
Hours 2365.50		
Dollars 25692.4800		
Status Please Repair!		

The payroll monitor uses color to indicate whether payroll is ready to export:

- Red indicates that one or more critical exceptions, for example, missing punch exceptions, must be corrected in employee time cards.
- Yellow indicates that non-critical issues, for example, tardy exceptions, exist. Payroll can safely progress, but supervisors may need to take action with employees.
- Green indicates that there are no flagged exceptions on employee time cards. Exceptions other than tardy and missing punch may exist, but are not highlighted at this level for the payroll manager.

Clicking Issues allows you to make the changes in order to get ready for payroll. Where clicking Issues takes you depends on your configuration. Often the Closing Payroll Status page is displayed. This page notifies the payroll manager of the supervisors whose edits are outstanding. The payroll manager can continue to drill down to fix the problem or contact the appropriate supervisor. An employee's time card can also be displayed.

From the time card, you can browse to other employees in need of correction quickly using the drop-down menu at the top of the page.