

Processing Payroll 101 – Part 4: Balancing Your Payroll and Making Adjustments

Monday, Dec 21, 2020

What if the incorrect entry isn't discovered until after the eft file has been sent?

Please note that there are multiple ways to address this situation depending on what was incorrect. I would suggest contacting your bank to see if they can stop the payment to the person with the incorrect entry. If the bank is unable to assist, you can make the adjustment in the employee's timecard and process a payroll or use Transaction History Task.

On the Payroll exception report, employee deductions have an end date but the earnings don't. My error is something about the end date has passed for the deductions.

If the deduction is on the Employee Payroll > Pay tab and end date has passed, the report is letting you know this deduction is not being processed.

How do you export a standard report?

When you are viewing a report there will be an icon at the top left that looks like rectangle with an error pointing away from it. That will allow you to export the report.

Is there a report that shows the total hours of vacation time or other types of time off that each employee has available?

Sure is. If you go to Payroll (or Canadian Payroll) > Transaction Reports and choose the Accruals report, you can use that to look at your accrual hours.

Why do I have terminated employees on my exception report?

The Comment field should provide additional information.

Thursday, Jan 07, 2021

How can you get those errors to not appear on the Payroll Exception Report? The end date has passed seems like useless information. I go in and stop my deductions so I would not need that error message. By deleting an earning or deduction you remove the history of what deduction they had.

Deleting an earning or deduction from the Employee History > Pay tab does not delete the history. This will not affect prior postings.