



ADMIN GUIDE: PAYROLL BATCH VALIDATIONS v1.0

Payroll Batch Validations

Permissions/Roles Needed: Payroll Role

The purpose of this is to provide a process for the situation when an employee accumulates a net total of negative hours in one payroll batch; thus the employee would owe the company money. This could happen if an employee over punched on a previous pay period and the company had to fix the error in a later payroll batch. The payroll batch validation will flag these punches and separate them so the user can easily find them and rectify the situation.

If Payroll Batch Validation is turned on, the system will check if the net total for an employee's punches is a negative number for one payroll batch. When a user creates a new payroll batch and the entries total a negative number, the system will prompt the user to validate these entries, then move all punches for that employee to an exception batch. The user can then process the payroll batch normally.

If Payroll Batch Validation is turned off, the system will not check for a negative balance for a particular payroll batch and no exception batch will be created.

To search for a Payroll Batch Validation:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Select 'Settings' from the header
3. Choose 'Payroll' from the side bar then 'Payroll Batch Validation' from the fly out menu
4. Enter the name or status into the search fields then click 'Search'
5. The view below will populate with relevant data associated with your search criteria
6. To reset the search and show all Payroll Batch Validations, click 'Reset'

To export Payroll Batch Validations:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Select 'Settings' from the header
3. Choose 'Payroll' from the side bar then 'Payroll Batch Validation' from the fly out menu
4. There are two options to export:
 - a. Export all Payroll Batch Validations by clicking the 'Export' button located beneath the search filters
 - b. Use the search criteria referenced in the instructions above to show a group of filtered Payroll Batch Validations, then click the 'Export' button located beneath the search filters
5. The file will automatically download and save to the 'Download' folder on your PC as a CSV file
 - a. This file is compatible with Microsoft Excel.

To view a Payroll Batch Validation:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Select 'Settings' from the header
3. Choose 'Payroll' from the side bar then 'Payroll Batch Validation' from the fly out menu

4. Click anywhere in the row to select a particular Payroll Batch Validation
5. This will open the Payroll Batch Validation Details screen where you can view/filter events and enable/disable Payroll Batch Validations

To enable/disable Payroll Batch Validations:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Select 'Settings' from the header
3. Choose 'Payroll' from the side bar then 'Payroll Batch Validations' from the fly out menu
4. Click anywhere in the row labeled 'Negative Total Hours'
5. Select 'Actions' then 'Edit Payroll Batch Validation'
6. Change the status to active or inactive
7. Click 'Save' then select 'Yes' on the confirmation window

* Once Payroll Batch Validation is enabled, when a batch is created, the green button will read 'Validate' instead of 'Process'. After a user selects 'Validate' the batch will then move to validated status and the 'Process' button will be available to continue as usual.