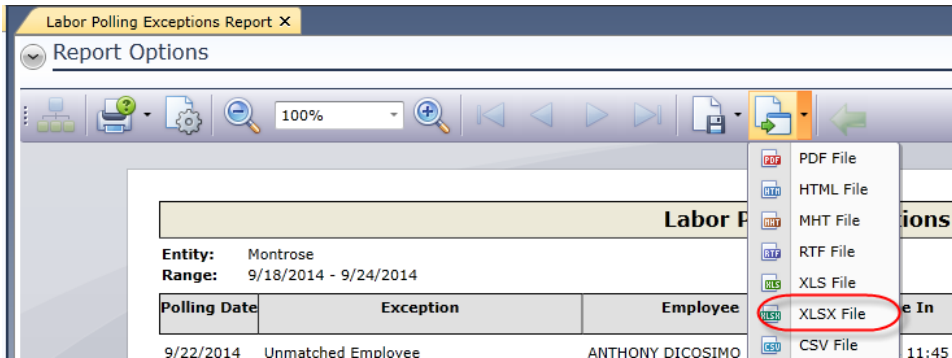


In Workforce Review and Validate Labor Punches (Labor>Time Entry)

Check for Exceptions (Labor>Labor Reports>Labor Polling Exceptions) run the report for the payroll date range you are validating.

Export this report to Excel

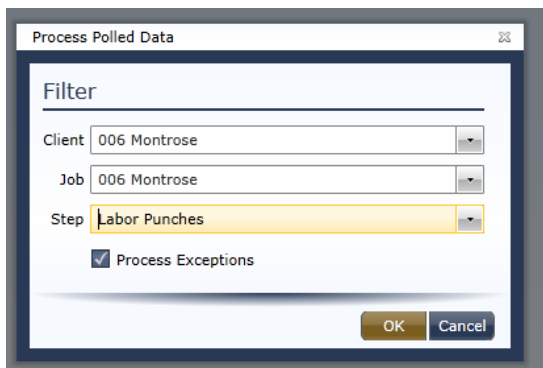


Exceptions can be cleared in either Workforce or Payroll.

In Workforce, open the employee record (Setup>Employees or Employees Current Entity) Search for the employee, correct either the employee POS code on the entities tab if the exception is for an unmatched employee using the POS code listed on the exceptions report or the department on the Jobs tab if the exception for unmatched department or job.

In Payroll, (Setup>Employees)search for the employee and use the instructions above to correct either the employee POS code on the entities tab or the department (job) on the Departments tab.

To reprocess Exceptions in Workforce (Utilities>Process Polled Data) choose the Client,Job matches the client, Step Labor Punches, make sure Process Exceptions is chosen.



Clear all exceptions.

Go back to labor Time Entry, Validate labor punches.

Time Worked Report (Labor>Labor Reports>Time Worked) is what is being exported to Payroll.

To export to Compeat Payroll (Labor>Export Employee Pay Details to Compeat Payroll)

Can Export all by not choosing an entity

Fill in Export Ending Date and choose Pay Frequencies that apply do not include biweekly if they are not being included in this export.

Export Pay Details to Compeat Payroll

Entity Employee

Region Pay Frequencies

District Daily Weekly

Entity Filter Bi-Weekly Semi-Monthly

Export Ending Date Monthly

OK Cancel

After exporting to Compeat Payroll, check the Time Entry report to make sure that only the biweekly employees are left if the export was for weekly employees only.