DESCRIPTION:

This report lists employees not receiving a paycheck (may have errors in pay calc). It is extremely important that agency personnel review this report after each preliminary pay calculation. If an employee should be paid, agency personnel might first verify that the "OK to Process?" box on the timesheet is checked on. If the box is on, something else is preventing paycheck calculation and needs to be identified and corrected. Agencies should check time entry error messages, payroll error messages, leave balances and/or job data records for department or FLSA changes.

Included are:

1. Employee Name;
2. Employee ID;
3. Department ID;
4. Business Unit;
5. Page/Line/Addl;
6. Regular Hours/Earnings;
7. Overtime Hours;
8. Other Type/Hours/Earnings;

SORT SEQUENCE:

Department

FREQUENCY:

This report is created after each on-cycle and off-cycle.

WHERE FOUND:

Downloaded from the agency's MVS mailbox using the file transfer protocol (FTP) software, or Core FTP Pro.