

Payroll Exception Batches

Description: In this topic, the user will learn about payroll exception batches. Payroll validations are run after the green Validate button is clicked on a pending payroll batch. Negative paycheck validation can be enabled, which will check for negative paychecks. This checks for a net negative number of hours or miles. Either condition is referred to as an exception.

Role Required: Super User, Payroll Team

Permission Required: N/A

Exceptions can only occur if previously paid entries for the impacted employee have been canceled or edited, resulting in compensating (negative) entries being pulled into the payroll batch that outweigh the positive entries for the same employee. If an exception occurs, all entries for the impacted employee (s) are removed from the batch and placed into a new batch. The new batch shares the name of the original batch and includes the suffix "EXCEPTIONS."

Follow the normal procedure for processing a batch. With an exceptions batch, a payroll user can:

- Add entries to the batch
- Remove entries from the batch
 - If the negative entries should not be processed, remove them from the batch so they will be available to pull for the next payroll cycle.
- Process the exception batch as is following the normal procedure

After an exception batch is processed, the new negative entries will move to a status of approved, and the original entries will remain in a status of processed. The batch status will show transmitted, and the processing of the exception batch is complete.

Related articles

- [Payroll Module - Admin Guide](#)
- [What is a payroll entry?](#)
- [What are previously paid entries?](#)
- [Payroll Batch Automation](#)
- [What are credit and debit entries? What are credit and debit totals?](#)