Payroll Batch Validations

Description: In this topic, the user will learn about payroll batch validations and the process when an employee accumulates net-negative hours in one payroll batch, owing the company money. This may occur if an employee overpunched on a previous pay period and the company had to correct the error in a later payroll batch. The payroll batch validation will flag these punches and separate them so the user can easily locate them and process accordingly.

With payroll batch validation enabled, when a batch is created, the green button used to flow batches reads Validate instead of Process. After a user selects Validate, the batch moves to validated status, and the Process button will be available to continue as usual. This may require an instance-level setting change depending on the organization's configuration.

If payroll batch validation is enabled, the system checks for net-negative punch hours for the payroll batch, prompts the user to validate these entries, and moves all punches for that employee into an exception batch. The user may then process the payroll batch normally.

The user can then remove the net-negative entries from the exception file. The next time payroll is run, the exceptions will be processed. For example, if a user had 30 entries for the next payroll period and 20 negative entries from the previous batch, removing the exceptions will process a net of 10 entries in the payroll batch.

If payroll batch validation is disabled, the system will not check for a net-negative balance and no exception batch will be created.

Role Required: Super User, Payroll Team

Permission Required: N/A

Search, View, or Edit a Payroll Batch Validation

1. Log in with appropriate profile
2. Select **Settings** from the main menu
3. Select **Payroll** from the submenu
4. Select **Payroll Batch Validations** from the flyout menu
5. Enter the name or status into the filters then click **Search**
6. **Click anywhere in the row of the selected payroll batch validation** to view and/or filter events
7. To enable/disable functionality:
   a. Click **Actions**
   b. Select **Edit Payroll Batch Validation** from the drop-down menu
      i. On the Edit PayRoll Batch Validation form wizard, update the Status field to **Active** or **Inactive.**
   c. Click **Save** and **Yes** to confirm

Enable/Disable Payroll Batch Validations

1. Log in with appropriate profile
2. Select **Settings** from the main menu
3. Select **Payroll** from the submenu
4. Select **Payroll Batch Validations** from the flyout menu
5. **Click anywhere in the Negative Paycheck row**
6. Click **Actions**
7. Select **Edit Payroll Batch Validation** from the drop-down menu
8. Update the Status field to Active or Inactive
9. Click **Save** and **Yes** to confirm

Export Payroll Batch Validations

1. Log in with appropriate profile
2. Select **Settings** from the main menu
3. Select **Payroll** from the submenu
4. Select **Payroll Batch Validations** from the flyout menu
5. Export all payroll batch validations by clicking the **Export** button or use the filters to refine the search then click **Export**
6. The file will automatically download and save to the computer's download folder as a CSV file which is compatible with Excel

Remove/Reprocess Negative Entries

1. Select **Payroll** from the main menu
2. Select **Batches** from the submenu
3. Use the filters to locate the exception batch and click **Search**
4. **Click anywhere on the exception batch row** to open the batch details page
5. Click the **checkbox** on the rows with the negative entries
6. Click the red **Remove** button

The exception batch now has zero entries, and the status has changed from pending to canceled.

The removed entries are now set to an approved status and will be processed in the next payroll batch.

See the article Payroll Exception Batches in the Help Center for more information.

Related articles