

What are previously paid entries?

Previously paid entries are entries that have been compensated (edited or canceled) after being processed in a payroll batch. This may occur if an error was noticed after the payroll process was completed.

Previously paid entries appear on the Previously Paid Entries submenu in the payroll module or on the punch entries details page. The previously paid entries function provides a quick way to find specific entries, as well as an easy way to batch compensating and corrected entries together. New payroll batches can be created directly from the previously paid entries function.

1. Log in to DCI
2. Select **Payroll** from the main menu
3. Select **Previously Paid Entries** from the submenu
4. Use the filters to refine and click **Search**

Related articles

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