Import Payroll Errors- How to Read

Background:

After importing payroll, the process history should be reviewed to determine if the import was successful. When *Yes* is populated under Success, payroll was imported successfully. If *No* is populated under Success, the import was unsuccessful and changes must be made prior to trying to import again. Viewing the .LOG files will identify the errors that must be corrected before a payroll can be successfully imported. When inspecting the .LOG files, it is necessary to fully scroll to the right to access all the information contained in the log.

Roles:

CONTRACTORPAYROLL

Navigation:

Examples of a Warning

Warnings are computer reminders that something has occurred. Warnings will NOT stop a user from continuing.

1. Warning: UserName 'DOT\jsjones', Vendor ID 'AWE89274', Contract ID 'Z605630000', Payroll Number '1', Modification Number '0': Created modification '3' for Payroll Number '1'.

The above warning message means that the user **jsjones** submitted payroll for vendor **AWE89274**, on contract **Z605630000** for payroll number **1**, modification **0** and a **3rd modification** was created for this payroll. This would occur when Modification 1 and 2 of the payroll already exist in AWP.

2. Warning: UserName 'DOT\rjsmith', Vendor ID 'LFP07125', Contract ID 'Z625970000', Payroll Number '1', Modification Number '3', First Name 'John', Last Name 'Smith', Employee ID '': For Contract 'Z625970000' with Vendor ' LFP07125' on Payroll 1 and Modification Number 0, Last Name Smith, First Name John Middle Initial N already exist for another Employee on this Payroll.

The above warning message means that the user **rjsmith**, submitted payroll for vendor **LFP07125**, on contract ID, **Z625970000** for payroll number **1** modification **0** and **John N Smith** was entered twice. This warning will occur when an employee is entered multiple times to capture work in different classifications.

Examples of an Error

Errors will stop the payroll from being imported.

1. Error: Vendor ID 'WRI13213', Contract ID 'Z674660000', Payroll Number '1', Modification Number '0', Craft Code '2', Project ID ' Z674660000', Labor Classification 'A0201', First Name 'John', Last Name 'Smith': Payroll 1 and Modification Number 0 on Contract ' Z674660000' for Vendor ' WRI13213' for Last Name Smith, First Name John Middle Initial N, on Contract Project ' Z674660000' and Craft Code '2 - Bricklayers & Blocklayers' and Labor Classification 'A0201 – Bricklayers & Blocklayers, Blocklayer', when Payroll Employee Labor Hours have been assigned to Payroll Employee, then Straight Hourly Rate is required.

The above error message means that the vendor **WRI13213**, on contract **Z674660000**, for payroll number **1** modification **0**, craft code **2**, project, **Z674660000**, labor classification **A0201**, for the employee named **John N Smith**, has hours entered and so a **straight time hourly rate is required**.

> 2. Error: Vendor ID 'WRI13213', Contract ID 'Z634760000', Payroll Number '1', Modification Number '0', Craft Code '2', Project ID '', Labor Classification 'A0204', First Name 'John', Last Name 'Smith': Project ID: Invalid value 'CONTRACT ABC' because it was not found in Contract Project List.

The above error message means that vendor **WRI13213**, on contract **Z674660000**, for payroll **1**, modification **0**, craft code **2**, labor classification **A0204**, first name **John**, last name **Smith** was created for this payroll. **Project ID CONTRACT ABC**, is an invalid value because it was not found on the Contract Project list. Verify that the Project number is entered correctly or contact DOT Contract staff to verify the correct project number is being used.

All errors must be corrected on the spreadsheet, saved, converted to XML, and the new XML re-imported into AWP.

Next Steps:

For common payroll import errors see the QRG *Import Payroll Errors Explained*.