Agency Critical Reports Calendar

Trans Code	Report Name	Payroll Week					Non-Payroll Week				
		Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
ZP169	**Payroll Locks**	ZP169									
ZY01	**Payroll Simulation Error Report**	**Monday—Use Friday's date** **Tuesday—Use Sunday's date**					**Use the date before**				
ZF69	Payroll Gross/ Net Wages Comparison Report		ZF69								
ZF70	Off-Cycle Report	*Off-Cycle Closed*		ZF70							*Off-Cycle Closed*
ZP97	EE Variance Report (*Identify Possible Errors*)	ZP97					ZP97				ZP97
ZP98	EE Benefits / FMLA Arrears Report		ZP98				Run at least once during this week				
ZP102	Deductions Not Taken Report		ZP102				Run at least once during this week				
ZX02	Mismatch Report	Run at least once a week									
ZF10	Errors from AFS Closures	ZF10					ZF10				

*** WARNING ***

Employees on ZP169 and ZY01 <u>will be locked and/or fail payroll</u> until error is corrected.

ZP169 combines several programs to show EEs who are locked.

ZY01 will show those who have failed payroll or will. The report is static and if issue is corrected, the error will not appear on the next available report.

ZF69 can be used to find EEs who *may have* been underpaid or overpaid.

ZF70, *with report option* **"Pending Off-Cycles & Errors"** *should* be run directly after creating one or more off-cycles.

Off-cycles with **ANY** error may result in **no** payment.

ZF70, w/report options **"Processed Off-Cycles"** or **"Deleted Off-Cycles"** can be run to view results of off-cycles saved on a previous date.

<u>RUN ZY08 – PAYROLL SIMULATION</u>

After <u>ANY</u> changes to an employee's record that affects TIME / PAY and verify results!!

The following reports are useful to run on an "as needed" basis.

ZF65 – EE Payroll Expenditure Detail Report	*ZT02 – Time Entry Audit Report*	*ZP42 – Potential Separation / Transfer Error Report*
ZP64 – EE Wage Type Results Report	*ZT23 – Time Entry/Rate Worksheet*	*ZP43 – Separated Employee Recoupment Report*
ZP145– Payroll Recon Report	*ZT06 – Absence Quota Report (Pay Period)*	*ZT04 – Absence Quota Error Report*
ZP13 – Action Reason/Pay Reason Report	*ZT35 – Available Leave Hours (Specific Date)*	*ZP45 – Potential Payroll / FI Audit Error Report*
ZP14 – Action History Report	*ZT34 –Overtime Detail*	*ZT11 – Time Evaluation Error Messages*
ZP52 – Basic Pay Audit Report	*ZT33 – Absence and Attendance Detail (PPA Option)*	*ZT20 – Time Workflow Audit Report (Online Time Entry)*
ZP111 – Logged Changes in Infotype Data	*ZP151 – OGB Interface Log*	*ZT24e – eTime Statement Report*
ZP180 – Display Change Documents (ZP111 for Orgs)	*ZF80 – Agency's OGB Financial Report*	*ZP241 – eCertification Report*
PT03 – Display Work Schedule	*ZP108 – Retirement Contribution/Interface Report*	*ZP261– Time Approver Substitute Workbench*

Report documentation is located in LaGov HCM Online Help http://lagovhelp.la.gov/gm/workplace

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