Import Payroll Error Log

Background:

When you import a payroll, you can view the success or failure of the import by viewing the .LOG file on the **Payroll Import Notifications** tab.

- When **Yes** is populated under success, you can view the Output Files to determine if any warnings were generated during the payroll import process.
  o **Warnings** will not stop payroll users from importing their payroll.
- When **No** is populated under success, you can view the Output Files to determine the errors identified during the payroll import process.
  o **Errors** will stop payroll users from importing their payroll.

When viewing the .LOG files, you must scroll to the right to view all the information in the log.

Warnings:

Example Warning 1:

```
Warning: UserName 'DOT\jjdoe,Vendor ID '01', Contract
ID 'DOT_TESTNR05', Payroll Number '2', Modification
Number '0': Created modification '0' for Payroll Number
'2'
```

How to Read Example Warning 1:

This **username** submitting payroll for this **vendor ID** on this **contractID** for this **payroll number** and **modification number** creates this **modification** for this payroll.

Example Warning 2:

```
Warning: UserName 'DOT\jjdoe', Vendor ID '01',
Contract ID 'DOT_TESTNR05', Payroll Number '2',
Modification Number '0', First Name 'Matt', Last Name
'Morning', Employee ID '': For Contract
'DOT_TESTNR05' with Vendor 'Alaska Bidder 1' on
Payroll 2 and Modification Number 0, Last Name
Morning, First Name Matt Middle Initial M already
exist for another Employee on this Payroll.
```

How to Read Example Warning 2:

This **username** for this **vendor ID** and **contractID** on this **payroll number** and **modification number** for this employee: **first** and **last name** creates this **warning**.

Example Warning 2 Breakdown:

- Vendor **Alaska Bidder 1**
- On Contract **DOT_TESTNR05**
- on Payroll **2**
- and Modification Number **0**
- First Name: **Matt,** Last Name: **Morning**
- Warning: **already exist for another Employee on this Payroll**.

Next Step: This employee has been entered twice.
- If this was intended (for double time or multiple classifications,) keep going.
- If this was not intended, you may need to remove one line of reporting for this employee.

Errors:

Example Error:

Error: Vendor ID '01', Contract ID 'DOT_TESTNR05', Payroll Number '2', Modification Number '0', Craft Code '38', Project ID 'DOT_TESTNRPROJ5B', Labor Classification 'N1202', **First Name 'Matt', Last Name 'Morning'**:
Payroll 2 and Modification Number 0 on Contract 'DOT_TESTNR05' for Vendor 'Alaska Bidder 1' for Last Name **Morning**, First Name **Matt** Middle Initial **M**, on Contract Project 'DOT_TESTNRPROJ5B' and Craft Code '38 – Laborers (Northern and Southeast Regions)' and **Labor Classification 'N1202 – Laborers, Group 2 – Northern and Southeast Regions'**, when Payroll Employee Labor Hours have been assigned to Payroll Employee, then **Straight Hourly Rate is required.**

How to Read the Error:

This **person** for this **vendor ID** on this **contractID** and this **Project ID** with this **Craft Code** and **Labor Classification** for this **payroll** and **modification** needs **information** corrected.

Breakdown of Error:

- Payroll **2**
- and Modification Number **0**
- on Contract **DOT_TESTNR05**
- for Vendor **Alaska Bidder 1**
- for Last Name: **Morning**, First Name: **Matt**, Middle Initial **M**
- on Contract Project **DOT_TESTNRPROJ5B**
- and Craft Code **38 - Laborers (Northern and Southeast Regions)**
- and Labor Classification **N1202 - Laborers, Group 2 - Northern and Southeast Regions**
- Error: *When* **Payroll Employee Labor Hours have been assigned to Payroll Employee,** *then* **Straight Hourly Rate is required**.

Next Step:

- Enter **straight hourly rate.**

.LOG tip:

Be sure to click the horizontal scroll bar to see the entire error or warning.