



Monitoring the workflow payroll locked status is important in order to ensure a smooth payroll process for employees. CAFE department HR Administrators should utilize the /Spin/er IT 0008 Locked Report in order to review the data **prior** to the applicable payroll deadlines.

Setting the Criteria

-Access transaction: /Spin/er

-Select the IT 0008 Locked Report

-From the <Report Data Period> tab select the appropriate Payroll Area and period.

Report Data Period | Select Employees | Run the Report

Payroll Period

Payroll Area: B1 10/02/2016

Current Period 21 2016

Other Period

Period

Alternative Dates

-From the <Select Employees> tab enter the appropriate Payroll Area and Organizational unit(s).

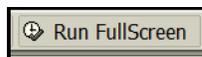
Report Data Period | Select Employees | Run the Report

Employee Selection

Selection Type	Option	Value	
External Person ID			→
Personnel Number			→
Position			→
Payroll Area	B1		→
Employment Status	0		→
Personnel Area			→
Personnel Subarea			→
Employee Group			→
Employee Subgroup			→
Org Selection			→
Organizational Unit		30000000	→

Running the Report

-Click the <Run FullScreen> button.



Viewing the Data

The report will be displayed. At this point a review can be completed to identify employees who have a locked payroll record. The HR Administrator should follow up on any issues **prior** to the applicable payroll deadline.