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.

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

Running the Report

-Click the <Run FullScreen> button.
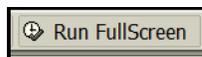
Viewing the Data

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.

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