Monitoring the payroll locked status is important in order to ensure a smooth onboarding process for new hires/rehires. CAFE department HR Administrators should utilize the /Spin/er Locked Payroll Report in order to review the data prior to the applicable payroll deadlines.

Setting the Criteria
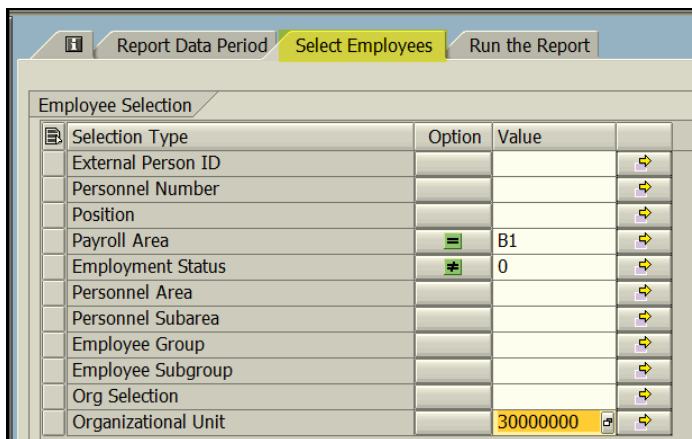
-Access transaction: /Spin/er

-Select the Locked Payroll Report

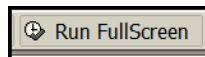-From the <Report Data Period> tab select the appropriate Payroll Area and period.
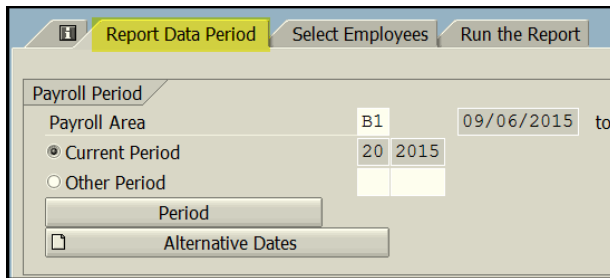
-From the <Select Employees> tab enter the appropriate Payroll Area and Organizational unit(s).

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.

Updated: 9/22/15