

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

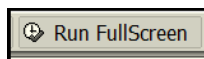
-From the <Report Data Period> tab select the appropriate Payroll Area and period.

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

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.

