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

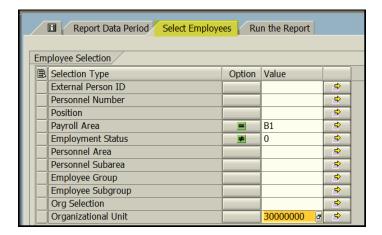
•Access transaction: /Spin/er

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> bu

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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