EMPLOYEE MISMATCH RESOLUTION
USER GUIDE AGENCY

If you need assistance accessing the following screens please refer back to the Contract Vendor Payroll User Guide Agency

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Overview   Employees   Payroll

On this page: Contract   Status

Certified Payroll Status

▾ Contract: 516022585 - GRADING, BRIDGE & SURFACING ▾ ❓

Payroll Vendor: 02280 - DONDLINGER & SONS CONST CO INC

Payroll Number
32

Payroll Number

Modification Number
0

Period
03/04/2018 - 03/10/2018

Fringe Benefit Payment Type
Plan Funds

▾ Status   Save ▾ ❓

Phase: Under Agency Review

Created Date
04/10/2018 1:29:32 PM

Prime Accepted Date

Signed Date
04/10/2018

Agency Original Not Accepted Date

Prime Original Not Accepted Date

Agency Accepted Date

▾ Transitions

Approve   Reject

▾   Date

Comments

04/10/2018 1:32:12 PM

▾ Exceptions

0 changed

1. Click the Expand arrow to view the Exception

> No	No	Payroll ▼
Rslvd Ind	**Must Be Resolved**	**Pyrl Except Type** ▼
∨ No	No	Employee

Payroll Exception Description

Vendor ID '02280', Contract ID '516022585', Payroll Number '32', Modification Number '0', Payroll Employee 'Johnny Q. Public': Payroll Employee Johnny Q. Public has matching Social Security Number '987-65-4321' with Employee '2674' John Q. Public; Change Indicator on Payroll Employee is False and the Comments are ''; The decision whether this Payroll Employee matches this Employee or whether this Payroll Employee is a new Employee is left to the user.

Up to 3999 characters

Agency Comments

Vendor Notified
☐

Vendor Notified Date

Must Be Resolved
No

Resolution Comments

Exception Resolution Date
📅

2. Click "No" to view the Employee Mismatch Screen

Exception Resolved By

∨ Employee Mismatches

0 changed

Rslvd Ind	Pyrl Except Type	Failed Payroll Empl	▼
No	Employee	5326	

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▼ Actions   Help   Log off

Overview   Status

On this page: Contract   Employee Mismatch Resolution

Resolve Employee Mismatches

▼ Contract: 516022585 - GRADING, BRIDGE & SURFACING   ▼ ❓

Payroll Vendor: 02280 - DONDLINGER & SONS CONST CO INC

Payroll Number
32

Modification Number
0

Period
03/04/2018 - 03/10/2018

Fringe Benefit Payment Type
Plan Funds

▼ Employee Mismatch Resolution   Save ▼ ❓

Mismatched Employees   Johnny Public ▼   1 of 1 ← →

▼ Exceptions

Payroll Exception Description

Vendor ID '02280', Contract ID '516022585', Payroll Number '32', Modification Number '0', Payroll Employee 'Johnny Q. Public': Payroll Employee Johnny Q. Public has matching Social Security Number '987-65-4321' with Employee '2674' John Q. Public; Change Indicator on Payroll Employee is False and the Comments are ''; The decision whether this Payroll Employee matches this Employee or whether this Payroll Employee is a new Employee is left to the user.

Resolution Comments ∗

Vendor Notified
No

Vendor Notified Date

Resolved Indicator
No

Exception Resolved By

Exception Resolution Date

1. Review the information in both columns

Payroll Employee Mismatch

Payroll Employee

[New]

First Name
Johnny

Middle Initial
Q

Last Name
Public

Gender
Male

Ethnic Group
CAUC - CAUCASIAN

This column represents what was entered on the current payroll

Social Security Number

Partial Social Security Number
4321

Address Line 1
0

Address Line 2

City
0

State/Province
KS - KANSAS

Zip Code
66606

Vendor ID

Vendor Short Name

Vendor Supplied Employee ID

Reference Employee
[John Public ▾]

[Update]

First Name
John

Middle Initial
Q

Last Name
Public

Gender
Male

Ethnic Group
CAUC - CAUCASIAN

2. Decide which is correct. If the record on the current payroll is correct then put Resolution Comments in first then Click "UPDATE" If the original one is correct. Reject the payroll and have the contractor make the appropriate corrections

Social Security Number

Partial Social Security Number
4321

Address Line 1
0

Address Line 2

This column represents what was originally entered the first time the employee was on a payroll

City
0

State/Province
KS - KANSAS

Zip Code
66606

Vendor ID

Vendor Short Name

Vendor Supplied Employee ID