

Duplicate Unposted Records Exist

Note: This exception can be avoided by working with your payroll company to have your output file summarize all pay information for the same pay dates into one record. If unable to do this, the set of instructions below provide a way to work around this error.

- This exception will occur if a specified pay period has already been used in a batch for an employee, or if the pay period overlaps with another pay period for an employee. No dates in a calendar month can overlap; therefore, duplicate or overlapping dates within the batch must be changed.
 - This exception may occur if, for example, a separate check is issued on the same pay date for stipends or balloon checks.
- In general, there are four exceptions for “Duplicate Unposted Records Exist;” two for contributions and two for salary.
- To clear this exception, we will need to split the duplicated dates between two pay periods. Start by clicking **Correct Exceptions** under the Member Reporting section of the menu to view the exception list.

Exceptions 1-10 of 973				Results per Page: 1025 50 100 All		
Batch Num	Delete Member Record?	Mbr Corr'd	Name/SSN	Pay PPD		Exception
88421	Delete	<input type="checkbox"/>		1		Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		1	Contrib	Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		2		Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		2	Contrib	Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		3		Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		3	Contrib	Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		1		Duplicate unposted record exists ?
88421	Delete	<input type="checkbox"/>		1	Contrib	Duplicate unposted record exists ?
88421	Delete	<input type="checkbox"/>		1		Pay period begin date > end date ?
88421	Delete	<input type="checkbox"/>		1		Duplicate posted record exists ?

1. Click on the number in the **Pay Period (Pay PPD)** column that corresponds to the exception you are working on.

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Batch Num	Delete Member Record?	Mbr Corr'd	Name/SSN	Pay PPD		Exception
88421	Delete	<input type="checkbox"/>	[REDACTED]	1		Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		1	Contrib	Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		2		Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		2	Contrib	Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		3		Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		3	Contrib	Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		1		Duplicate unposted record exists ?
88421	Delete	<input type="checkbox"/>		1	Contrib	Duplicate unposted record exists ?
88421	Delete	<input type="checkbox"/>		1		Pay period begin date > end date ?
88421	Delete	<input type="checkbox"/>		1		Duplicate posted record exists ?

2. Check the **Begin Date** and **End Date** of the pay period. This is where we will create the first “new” pay period by changing the dates. (For reference, see the charts on page 4).
 - a. In this example, the **Begin Date** will remain at 07/02/17. The **End Date** will be changed from 7/08/17 to 07/05/17 (another date within the week).
3. Click **Save**, then click on **PayPeriod List**.

Exception	Pay Period	Field Name	Field Value	Expected Value
Duplicate unposted record exists	1	Salary - Batch 85589, PPD 1	07/02/17-07/08/17	
Duplicate unposted record exists	1	Contrib - Batch 85589, PPD 1	07/02/17-07/08/17	
Pay period begin date > end date	1	Pay Period Dates	07/08/2017 / 07/08/2017	

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Save | Exception List | **PayPeriod List** | Contributions | Demographics

Pay Period Information		Salary Information	
Pay Period:	1	Units Worked:	1.0000 *
Reported Plan:	<input type="text"/>	Units Worked Indicator:	Monthly *
Action:	Normal *	Annual Base Salary:	\$ 67529.28 *
Begin Date:	07/02/2017 *	Base Salary:	\$ 1332.32 *
End Date:	07/08/2017 *	Comp Over Base Salary:	\$ 399.20
Pay Date:	07/14/2017 *	Extra or Special Duty Pay:	\$ 0.00
Exception Flags			
Skip Salary Variance Edit:	<input type="checkbox"/>		
Allow Payperiod After Termination Date:	<input type="checkbox"/>	Allow Payperiod Prior to Employment Date:	<input type="checkbox"/>

4. Click “2” under the Pay Period column.

Exception	Pay Period	Field Name	Field Value	Expected Value
Duplicate unposted record exists	1	Salary - Batch 88421, PPD 1	07/08/17-07/08/17	
Duplicate unposted record exists	1	Contrib - Batch 88421, PPD 1	07/08/17-07/08/17	
Pay period begin date > end date	1	Pay Period Dates	07/08/2017 / 07/08/2017	

To update a specific payperiod, its contribution or to delete a payperiod from this batch, click on the appropriate option for that payperiod. Click **Add** to add a payperiod. Click on **Exception List** to return to the Exceptions List Screen. Click **Demographics** to update the member's demographic information.

Add Exception List Demographics

	Plan	Pay Period	Action	Pay Date	
Delete		1	N	07/14/2017	Contributions
Delete		2	N	07/14/2017	Contributions

Add Exception List Demographics

5. Follow steps 2 and 3 above. This is where we will create the second “new” pay period by changing the dates.

- a. In this example, the **Begin Date** would be changed from 7/02/17 to 07/06/17. The **End Date** would remain at 07/08/17.

- b. The dates will no longer overlap:

Pay Period: 7/02/17 – 7/05/17; Pay Period: 7/06/17 – 7/08/17

6. Click **Save**, then return to the **Exception List**.

7. Click the **Member Corrected (Mbr Corr'd)** box for the appropriate member in the Exception List. This exception will clear.

Note: The check boxes for the other exceptions associated with the duplicate unposted record will automatically prefill.

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88421	Delete	<input type="checkbox"/>	[REDACTED]	1	Duplicate posted record exists ?
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88421	Delete	<input type="checkbox"/>		2	Contrib Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		3	Duplicate posted record exists ?
88421	Delete	<input type="checkbox"/>		3	Contrib Duplicate posted record exists ?
88421	Delete	<input checked="" type="checkbox"/>		1	Duplicate unposted record exists ?
88421	Delete	<input checked="" type="checkbox"/>		1	Contrib Duplicate unposted record exists ?
88421	Delete	<input checked="" type="checkbox"/>		1	Pay period begin date > end date ?
88421	Delete	<input type="checkbox"/>		1	Duplicate posted record exists ?

Note: Do not click the “Delete” button next to a member’s record when finished clearing an exception. If you click the “Delete” button, you will delete the member’s entire pay record.

Note: For quick reference, we suggest writing down all the dates for each pay period in the member’s record for that batch.

- If you pay bi-weekly, change the **Begin** and **End** Dates into one-week increments for each pay period in the exception (see example below).

Bi-Weekly				
What Was Reported:			Change Dates To:	
Pay period ID	Begin Date	End Date	Begin Date	End Date
1	1/29/2017	2/11/2017	1/29/2017 (Stays the same)	2/4/2017
2	1/29/2017	2/11/2017	2/5/2017	2/11/2017 (Stays the same)

- If you pay weekly, change the **End Date** of the first pay period to the half-week, and the second pay period **Begin Date** to the following date (see example below).

Note: Typically, reporting a half-week is needed when you are reporting bonuses or retro pay increases.

Weekly				
What Was Reported:			Change Dates To:	
Pay period ID	Begin Date	End Date	Begin Date	End Date
1	1/29/2017	2/4/2017	1/29/2017 (Stays the same)	1/31/2017
2	1/29/2017	2/4/2017	2/1/2017	2/4/2017 (Stays the same)