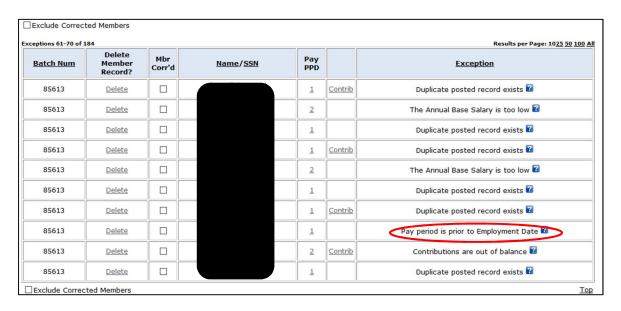
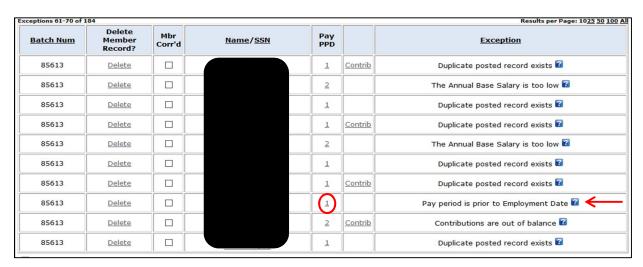
Pay Period is prior to Employment Date

This exception generally occurs for new employees who may have completed and been paid for training prior to their actual employment date, or if the date submitted on the enrollment form was incorrect.

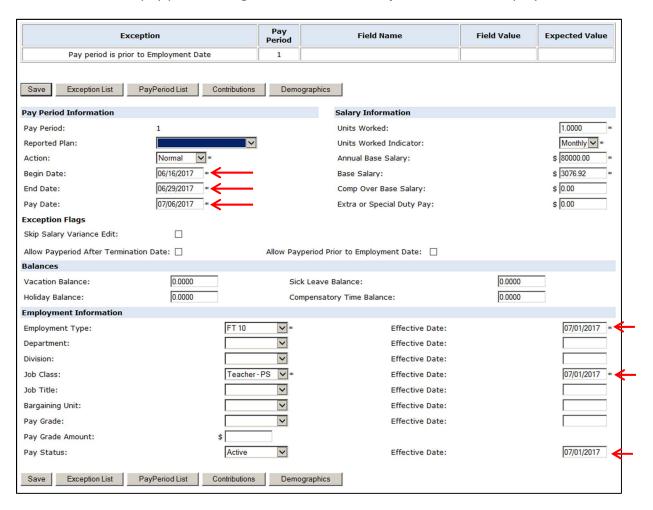
This may also occur if a new employee begins employment in the middle of a pay period. In these cases, the employer may change the beginning date of the pay period to the employee's hire date.



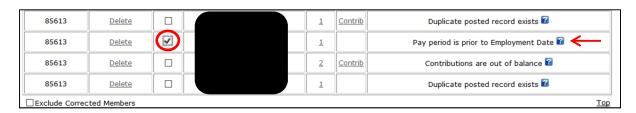
 Click on the number in the Pay Period (Pay PPD) column that corresponds to the exception you are working on.



2. Look at the pay period's Begin Date, End Date, Pay Date, and the employee's Hire Date.



- 3. If the employee began employment in the middle of the pay period, change the **Begin**Date to the employee's hire date. Click **Save**. Then return to the **Exception List**.
 - **a.** Check the **Member Corrected (Mbr Corr'd)** box beside appropriate exception. The exception will clear.



4. If, in the example above, the exception occurred either because the new member received paid training in the period of 6/16 – 6/29 prior to their effective hire date of 7/1, or the hire date is incorrect, this exception would need to be corrected by NHRS. Please call 410-3532 or email Exceptions@nhrs.org to clear this exception.