

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.

Exclude Corrected Members

Exceptions 61-70 of 184 Results per Page: 1025 50 100 All

| Batch Num | Delete Member Record? | Mbr Corr'd | Name/SSN | Pay PPD | | Exception |
|-----------|------------------------|--------------------------|----------|---------|-------------------------|--|
| 85613 | Delete | <input type="checkbox"/> | | 1 | Contrib | Duplicate posted record exists ? |
| 85613 | Delete | <input type="checkbox"/> | | 2 | | The Annual Base Salary is too low ? |
| 85613 | Delete | <input type="checkbox"/> | | 1 | | Duplicate posted record exists ? |
| 85613 | Delete | <input type="checkbox"/> | | 1 | Contrib | Duplicate posted record exists ? |
| 85613 | Delete | <input type="checkbox"/> | | 2 | | The Annual Base Salary is too low ? |
| 85613 | Delete | <input type="checkbox"/> | | 1 | | Duplicate posted record exists ? |
| 85613 | Delete | <input type="checkbox"/> | | 1 | Contrib | Duplicate posted record exists ? |
| 85613 | Delete | <input type="checkbox"/> | | 1 | | Pay period is prior to Employment Date ? |
| 85613 | Delete | <input type="checkbox"/> | | 2 | Contrib | Contributions are out of balance ? |
| 85613 | Delete | <input type="checkbox"/> | | 1 | | Duplicate posted record exists ? |

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

Exceptions 61-70 of 184 Results per Page: 1025 50 100 All

| Batch Num | Delete Member Record? | Mbr Corr'd | Name/SSN | Pay PPD | | Exception | |
|-----------|------------------------|--------------------------|----------|---------|-------------------------|---|--|
| 85613 | Delete | <input type="checkbox"/> | | 1 | Contrib | Duplicate posted record exists ? | |
| 85613 | Delete | <input type="checkbox"/> | | 2 | | The Annual Base Salary is too low ? | |
| 85613 | Delete | <input type="checkbox"/> | | 1 | | Duplicate posted record exists ? | |
| 85613 | Delete | <input type="checkbox"/> | | 1 | Contrib | Duplicate posted record exists ? | |
| 85613 | Delete | <input type="checkbox"/> | | 2 | | The Annual Base Salary is too low ? | |
| 85613 | Delete | <input type="checkbox"/> | | 1 | | Duplicate posted record exists ? | |
| 85613 | Delete | <input type="checkbox"/> | | 1 | Contrib | Duplicate posted record exists ? | |
| 85613 | Delete | <input type="checkbox"/> | | 1 | 1 | | Pay period is prior to Employment Date ? ← |
| 85613 | Delete | <input type="checkbox"/> | | 2 | Contrib | Contributions are out of balance ? | |
| 85613 | Delete | <input type="checkbox"/> | | 1 | | Duplicate posted record exists ? | |

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

| Exception | Pay Period | Field Name | Field Value | Expected Value |
|--|------------|------------|-------------|----------------|
| Pay period is prior to Employment Date | 1 | | | |

| 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: | \$ 80000.00 * |
| Begin Date: | 06/16/2017 * | Base Salary: | \$ 3076.92 * |
| End Date: | 06/29/2017 * | Comp Over Base Salary: | \$ 0.00 * |
| Pay Date: | 07/06/2017 * | Extra or Special Duty Pay: | \$ 0.00 * |

Exception Flags
 Skip Salary Variance Edit:
 Allow Payperiod After Termination Date:

 Allow Payperiod Prior to Employment Date:

| Balances | | | |
|-------------------|--------|----------------------------|--------|
| Vacation Balance: | 0.0000 | Sick Leave Balance: | 0.0000 |
| Holiday Balance: | 0.0000 | Compensatory Time Balance: | 0.0000 |

| Employment Information | | | |
|------------------------|-------------------------|-----------------|----------------------|
| Employment Type: | FT 10 * | Effective Date: | 07/01/2017 * |
| Department: | <input type="text"/> | Effective Date: | <input type="text"/> |
| Division: | <input type="text"/> | Effective Date: | <input type="text"/> |
| Job Class: | Teacher - PS * | Effective Date: | 07/01/2017 * |
| Job Title: | <input type="text"/> | Effective Date: | <input type="text"/> |
| Bargaining Unit: | <input type="text"/> | Effective Date: | <input type="text"/> |
| Pay Grade: | <input type="text"/> | Effective Date: | <input type="text"/> |
| Pay Grade Amount: | \$ <input type="text"/> | Effective Date: | <input type="text"/> |
| Pay Status: | Active * | Effective Date: | 07/01/2017 * |

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**.
- Check the **Member Corrected (Mbr Corr'd)** box beside appropriate exception. The exception will clear.

| | | | | | | |
|-------|------------------------|-------------------------------------|--|---|-------------------------|--|
| 85613 | Delete | <input type="checkbox"/> | | 1 | Contrib | Duplicate posted record exists ? |
| 85613 | Delete | <input checked="" type="checkbox"/> | | 1 | | Pay period is prior to Employment Date ? |
| 85613 | Delete | <input type="checkbox"/> | | 2 | Contrib | Contributions are out of balance ? |
| 85613 | Delete | <input type="checkbox"/> | | 1 | | Duplicate posted record exists ? |

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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.