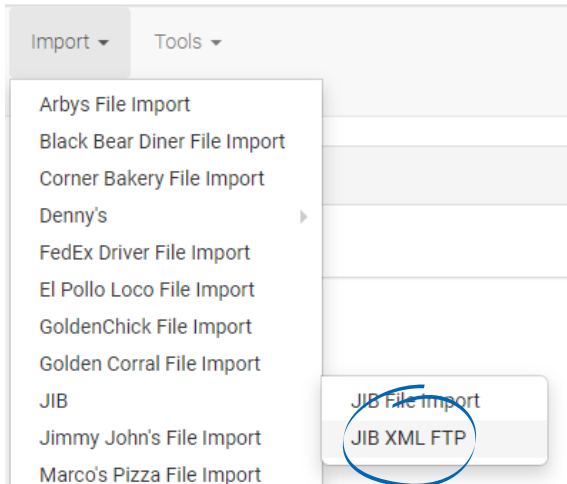


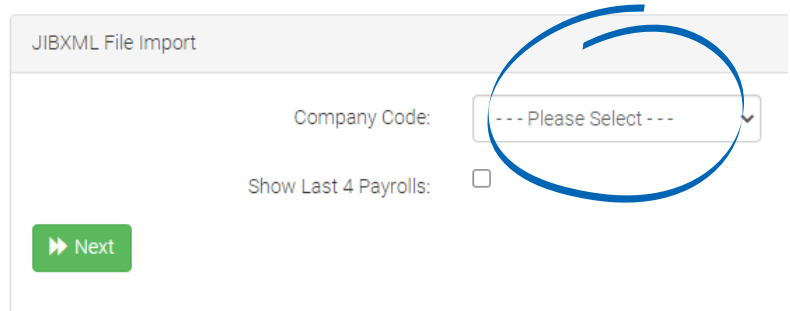
# Polling/Pre-Payroll Part 2: Downloading Exception Report From SB Clocks



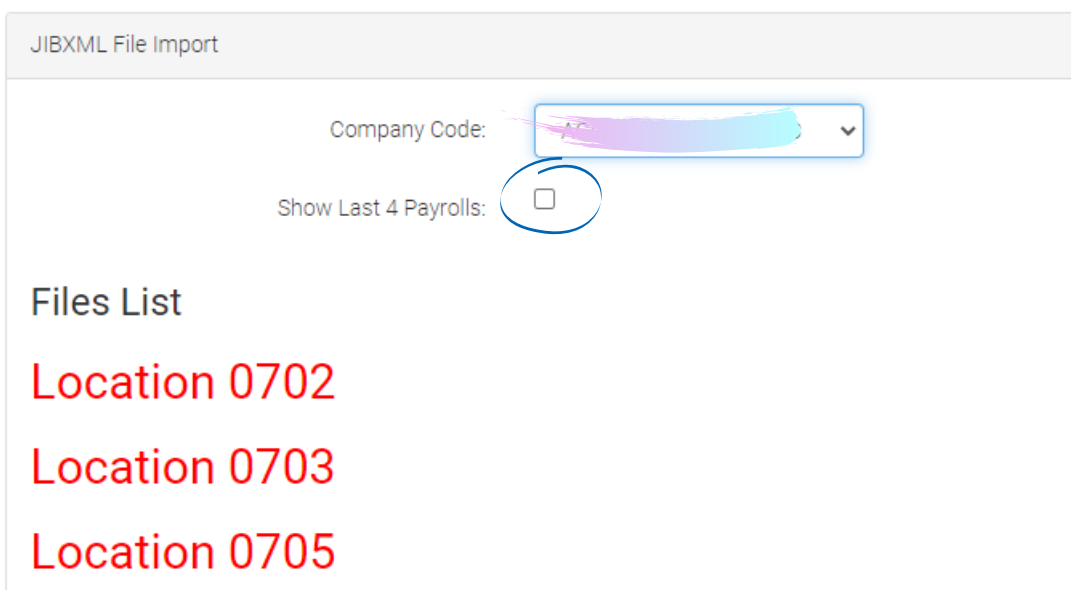
Go to Import>JIB>JIB XML FTP



Select your company code



Note that if the company has not had a pay period end date within the last 6 days, all locations will show up red and will not have any data. If you select "Show Last 4 Payrolls", you will see prior information.



# Polling/Pre-Payroll Part 2: Downloading Exception Report From SB Clocks



If you select a company that had a pay period end date *within the last 6 days*, this is what you will see:

JIBXML File Import

Company Code:

Show Last 4 Payrolls:

### Files List

## Location 0418

Payroll\_eRS\_PP\_PP20200715\_BD20200715\_RD20200716\_RT100211\_CD20200716\_CT100217\_000418.xml  LOCAL

Payroll\_eRS\_PP\_PP20200715\_BD20200715\_RD20200716\_RT100211\_CD20200716\_CT100217\_000418.xml

[Next](#)

You can see that the file name contains the pay period end date, as well as the pay date

Payroll\_eRS\_PP\_PP20200715\_BD20200715\_RD20200716\_RT100211\_CD20200716\_CT100217\_000418.xml

All locations will automatically be selected, so simply scroll down and click "Next"

Click "XLSX Report" and the Exceptions Report will be downloaded

Raw Input Parsed Data [REDACTED] (07/15/2020)

[XLSX Report](#) [Payroll File](#) [CA Meal/Break Penalty](#)

[Email XLSX Report](#) [Full SSN Report](#)