



Assumptions are the conditions of the report.

- Rate Used will be Payroll (meaning the rate came from iSolved)
- High OT and High Rate Alerts will be set within iSolved as well
- If Include Termed in Report is "N", that means terminated employees will NOT be paid and must be paid manually

Master Hours by Column shows hours worked by store. If an Employee worked at a store other than their home location, they'll be listed under that store location but you'll see their home location listed in the notes.

In **Master Hours by Home**, employees will be listed by their home location and if they worked at any other locations, that will show in the notes.

Employees Not Found Exceptions are *the main thing we are looking for in this report*. This shows all employees who were either not set up in iSolved as new hires, or who's social security number was entered incorrectly. **These will need to be fixed before payroll is run.**

Polling/Pre-Payroll Part 3: Explaining the Exception Report



Employee is Termed Exceptions are those who were terminated during this pay period, and will need to be paid manually.

High Overtime shows those who worked over the hours set on the Assumptions tab

New Hires shows all employees hired within this pay period.

Multiple Locations Exceptions shows employees who are working at multiple locations. This is good to be mindful of in case an employee is accruing overtime by working at multiple locations.

Active Employees with No Hours shows those who worked zero hours within the last pay period. Some of them may be new hires (and this will be notated), however for the others they may need to be terminated within iSolved if they are no longer employed.