

Below are typical payroll exceptions that personnel will encounter when reviewing payroll. The resolution action describes whether the exception must be resolved in order to approve the payroll. Ultimately, the payroll should be approved or rejected based on DOT and DOL guidelines.

Exception No.	Resolution Action	Description	Resolution:
3	May Be Left Unresolved	suggest Ignore <i>Agency Option - Journeymen to First Apprentice Ratio / Journeymen to Remaining Apprentice Ratio</i> - if one of the options has a value, the other option in the pair must also have a value.	
5	May Be Left Unresolved	An employee has an apprenticeship for a given craft code and a <b>Graduated to Journeyman Date</b> , but the payroll includes hours for the employee as an apprentice for that craft code that occurred after the graduation date.	This employee has graduated to Journeyman status.
7	May Be Left Unresolved	The number of journeymen reported on the payroll is less than the number required for the number of apprentices used for work on the given craft code/labor classification pair. The basis for the comparison is determined by the values in the agency options for <i>Journeymen to First Apprentice Ratio</i> and <i>Journeymen to Remaining Apprentice Ratio</i> .	There is an issue with the number of journeymen to apprentice ratio for this payroll work week
8	Must Resolve	A payroll apprentice was paid fringe benefits less than what is required for the craft code/labor classification pair. If the <b>Apprentice Full Fringe Verification</b> indicator is selected for the employee, the system compares the reported fringe benefits with the amount required for the number of hours worked at the fringe rate.	The calculated totals indicate this apprentice is not making the full fringe amount required for this program
9	May Be Left Unresolved	suggest Ignore - only for Conformance classificationsThe fringe benefit amount reported for a payroll employee is less than what is required for the employee labor classification and the contract project conformance wage decision.	
13	Must Resolve	The number of days reported in a payroll is not a multiple of seven	Correct the number of days listed on the payroll
14	Must Resolve	The <b>Total Fringe Benefits Paid</b> amount reported for an employee classification is less than the fringe benefits amount calculated by the system. The system calculates the expected fringe benefits by multiplying the total hours by the total of fringe rates, plus the <b>Project Lump Sum Payment</b> amount.	The fringe benefits paid amount must be corrected
15	Must Resolve	The sum of the <b>Net Pay</b> and <b>Total Deductions</b> does not equal the <b>Total Gross Pay</b> for a payroll employee classification.	The gross pay does not equal the net pay plus the employee's total deductions.
16	Must Resolve	The reported gross pay is less than the system calculated gross pay, based on the reported net pay and total deductions	There is a problem with the reported gross pay calculations.
17	May Be Left Unresolved	The <b>Gross Pay</b> is less than the <b>Total Gross Pay</b> amount for an employee classification.	There is a calculation error in the Gross Pay reported.
19	Must Resolve	Suggest ignore - no official limit on maximum hours worked in a week <b>Total Straight Time Hours</b> recorded for an employee classification in a seven-day period exceeds the value in the <i>Maximum Straight Weekly Time Hours</i> agency option.	
20	Must Resolve		Your reported total overtime hours does not equal the daily overtime hour total
23	Must Resolve	The <b>Total Deductions</b> amount reported for an employee classification is not equal to the sum of the deductions.	Your reported total deductions does not equal the total of the deductions listed.
24	Must Resolve	The <b>Total Hours</b> reported for an employee classification is not equal to the sum of hours.	Your reported total hours for an employee is not equal to the total of all daily hours.
26	May Be Left Unresolved	The <b>Apprentice ID</b> reported on the payroll does not match the <b>Apprentice ID</b> for the employee.	The Apprentice ID supplied does not match the one previously submitted for this employee
27	May Be Left Unresolved	The apprentice labor craft code reported on the payroll does not match the apprentice labor craft code for the employee.	The work code used for this apprentice does not match the work code listed for this apprenticeship program.
28	May Be Left Unresolved	Information for the payroll employee matches an existing reference employee in all but one of the following fields: <b>First Name, Middle Initial, Last Name, Gender, or Ethnic Group</b> .	DOL must address this exception prior DOT to moving the payroll into approval or rejection.
29	Ignore	This exception denotes a possible mismatch in employee information. Exception #29 will no longer run beginning August 1, 2021. Employee mismatch information will be captured by exception #36 & 37.	DOL must address this exception prior DOT to moving the payroll into approval or rejection.
30	Must Resolve	The number of days in the payroll exceeds the value for the <i>Non-Federal Aid Contract Maximum Days in Pay Period</i> agency option when the <b>Davis Bacon Wage Rate</b> indicator is false and the <b>State Prevailing Wage Rate</b> indicator is true.	Your reported payroll days exceed the number of payroll days allowed.
31	Must Resolve	The payroll includes an OJT employee who does not have an active association with an OJT program in employee reference data.	This employee has not been enrolled in a Trainee program in the system.
32	Must Resolve	The payroll includes an OJT employee reported with a labor craft and classification pair that does not match the skill set for the OJT program.	This employee's classification does not match the classification needed for the trainee program.
33	Must Resolve	The payroll includes an OJT employee, but the contract does not have an active association with an OJT program.	This contract does not have the trainee associated to it in the system
34	Must Resolve	Payroll employee's labor classification must exist on the contract project's wage decision with a county that matches the contract project county.	This classification used does not exist on the PAM600

35	Must Resolve	suggest ignore - The county for the contract project specified on the payroll employee classification does not exist on the wage decision for the contract project.	
36	Must Resolve	Information for the payroll employee matches an existing reference employee in all but one of the following fields: <b>First Name, Middle Initial, Last Name, Gender, Ethnic Group</b> , and the identifier defined by the agency option <i>Include Payroll Employee SSN</i> either the <b>Social Security Number</b> , the <b>Partial Social Security Number</b> , or the <b>Vendor Supplied Employee ID</b> .	DOL must address this exception prior DOT to moving the payroll into approval or rejection.
37	May Be Left Unresolved	Information for the payroll employee matches an existing reference employee in all but one of the following fields: <b>First Name, Middle Initial, Last Name, Gender, or Ethnic Group</b> .	DOL must address this exception prior DOT to moving the payroll into approval or rejection.
38	Ignore	This exception denotes a possible mismatch in employee information. Exception #38 will no longer run beginning August 1, 2021. Employee mismatch information will be captured by exception #36 & 37.	DOL must address this exception prior DOT to moving the payroll into approval or rejection.
44	Must Resolve	The hours reported for an OJT payroll employee exceed the number of hours required to graduate from the OJT program as specified in reference data.	This employee has exceeded the hours needed for their trainee program.
45	Must Resolve	The employee is marked as an OJT employee, but the reported OJT percentage is less than the required OJT program wage rate progression based on the computed stage percentage across all contracts, plus the non-DOT hours. On a payroll with salaried employees, the recorded <b>OJT Wage Percentage</b> is less than the OJT program wage rate progression associated percentage based on total hours worked across all contracts.	This OJT employee is not paid the percentage of the required prevailing wage.
46	Must Resolve	The reported gross pay plus fringe benefit amount for the classification is less than the required minimum pay based on the wage decision wage rate and fringe benefit rates multiplied by the normalized total hours	This employee is not making the base pay plus fringe benefits for the work performed.