



QUICK REFERENCE GUIDE:

Payroll Exceptions Explained

- 1 - Indicates if an exception is resolved
- 2 - Indicates if an exception needs to be resolved by the agency (directions can be found in the Payroll – Reviewing Payroll (Exceptions) QRG)
- 3 - The type of exception
- 4 - Agency Comments is where the DOT & DOL can write information about the exception
5. Checking the Vendor Notified box allows the contractor to see the exception (only exceptions the contractor needs to fix should have this box checked)
- 6 - The date an exception is resolved
- 7 - Resolution Comments (required when resolving an exception)
- 8 - Displays the username of the Agency User who resolved the exception

Exception Descriptions:

Exception #47- Must Resolve: Information for the payroll employee matches an existing reference employee. DOL must address this exception prior to DOT approving or rejecting the payroll. If a Resolution date has been populated DOT can continue with the approval/rejection process. If DOL has populated comments, but not populated a resolution date the vendor notified box should be checked and the payroll should be rejected. Mismatches should be resolved by DOL within two weeks. If they are not resolved within this timeframe or are delaying a contractor payment, please contact your Module Admin and they will reach to the AWP team and/or DOL directly.

Exception #46 – May be Left Unresolved: The Reported Gross Pay plus Reported 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 total hours.

A screenshot of a web-based form for 'Payroll Exception Description'. The form has several sections with numbered callouts (1-8) pointing to specific fields. Callout 1 points to a dropdown menu for 'Resolved Ind' with 'No' selected. Callout 2 points to a dropdown menu for 'Must Be Resolved' with 'Yes' selected. Callout 3 points to a dropdown menu for 'Payr Except Type' with 'Labor' selected. Callout 4 points to a text area for 'Agency Comments' containing the text 'Please review calculations and resubmit.'. Callout 5 points to a checkbox for 'Vendor Notified' which is checked. Callout 6 points to a date input field for 'Exception Resolution Date'. Callout 7 points to a text area for 'Resolution Comments'. Callout 8 points to a dropdown menu for 'Exception Resolved By'. The form also includes a 'Payroll Exception Description' section with a text area containing details about a vendor and employee.

Resolved Ind ← 1
No

Must Be Resolved ← 2
Yes

Payr Except Type ← 3
Labor

Payroll Exception Description

Vendor ID 'ACI07335', Contract ID 'CONTRACT XYZ', Payroll Number 'S', Modification Number '0', Payroll Employee 'Neville Longbottom', Exception #16: Gross Pay value (50.00)
Gross Pay value (75.00) for Payroll Employee Neville Longbottom.

Agency Comments ← 4
Please review calculations and resubmit.

Vendor Notified ← 5

Must Be Resolved
Yes

Exception Resolution Date ← 6

Vendor Notified Date ← 7
08/27/2021

Resolution Comments ← 7

Exception Resolved By ← 8

If you need further assistance please contact your Module Admin
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