



QUICK REFERENCE GUIDE:

Payroll Exceptions Explained

Legend:

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 Review & Maintain 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 #36 & #37- 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.

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.

The screenshot shows a web form for a payroll exception. At the top, there are three dropdown menus: 'Rshvd Ind' (set to 'No'), 'Must Be Resolved' (set to 'Yes'), and 'Pyr1 Except Type' (set to 'Labor'). Below these is a text area for 'Payroll Exception Description' containing details about Vendor ID, Contract ID, Payroll Number, and a specific exception regarding Gross Pay value. A text area for 'Agency Comments' contains the text 'Please review calculations and resubmit'. Below that are a 'Vendor Notified' checkbox (checked), a 'Vendor Notified Date' field (08/27/2021), a 'Must Be Resolved' dropdown (set to 'Yes'), and an 'Exception Resolution Date' field. At the bottom right, there is a 'Resolution Comments' text area and an 'Exception Resolved By' field.

If you need further assistance please contact your Module Admin.
Last updated on September 17, 2021