

Monitoring the payroll locked status is important in order to ensure a smooth onboarding process for new hires/rehires. CAFE department HR Administrators should utilize the /Spin/er Locked Payroll Report in order to review the data prior to the applicable payroll deadlines.

Setting the Criteria

- Access transaction: /Spin/er
- Select the Locked Payroll Report
- From the <Report Data Period> tab select the appropriate Payroll Area and period.

- -From the <Select Employees> tab enter the appropriate Payroll Area and Organizational unit(s).

Selection Type	Option	Value
External Person ID		
Personnel Number		
Position		
Payroll Area	B1	
Employment Status	0	
Personnel Area		
Personnel Subarea		
Employee Group		
Employee Subgroup		
Org Selection		
Organizational Unit		30000000

Running the Report

- -Click the <Run FullScreen> button

Viewing the Data

The report will be displayed. At this point a review can be completed to identify employees who have a locked payroll record. The HR Administrator should follow up on any issues prior to the applicable payroll deadline.