



# Payroll Errors Explained

Error Type	Example	Explanation
Address Input Error	Start Time: 01/17/2024 12:40:28.698 Warning: UserName 'DOT\rjsjohnson', Vendor ID 'NCN15021', Contract ID 'NFHWY00345', Payroll Number '2', Modification Number '0': Created modification '1' for Payroll Number '2'. Error: Vendor ID 'NCN15021', Contract ID 'NFHWY00345', Payroll Number '2', Modification Number '1', First Name 'John', Last Name 'Smith', Employee ID '': For Payroll 2 and Modification Number 1 on Contract 'NFHWY00345' for Vendor 'NORTHWEST CONTRACTING INC' and Payroll Employee Last Name Smith, First Name John Middle Initial J must have address information provided. Information: Rollback occurred. One or more errors encountered during payroll file import. No changes saved. Finish Time: 01/17/2024 12:40:43.757	Address information must be populated with no extra spaces after the city or zip code.
Apprenticeship Error	Start Time: 01/17/2024 12:37:01.643 Warning: UserName 'DOT\rjsjohnson', Vendor ID 'NCN15021', Contract ID 'NFHWY00345', Payroll Number '2', Modification Number '0': Created modification '1' for Payroll Number '2'. Error: Vendor ID 'NCN15021', Contract ID 'NFHWY00345', Payroll Number '2', Modification Number '0', Craft Code '1', Project ID 'NFHWY00345', Labor Classification 'A0101', First Name 'John', Last Name 'Smith': For Payroll 2 and Modification Number 0 on Contract 'NFHWY00345' for Vendor 'NORTHWEST CONTRACTING INC' and Payroll Employee Last Name Smith, First Name John Middle Initial J on Contract Project 'NFHWY00345' and Craft Code '1 Boilermakers' and Labor Classification 'A0101 - Boilermakers', has been marked as an apprentice so the Apprentice wage Percentage cannot be empty. Information: Rollback occurred. One or more errors encountered during payroll file import. No changes saved. Finish Time: 01/17/2024 12:37:14.733	If the employee is an apprentice, ensure the Apprentice ID and Apprentice Wage % are both populated.
Classification	Error: Craft Code '1', Project ID '', Labor Classification 'A0101', First Name 'John', Last Name 'Smith': Project ID: Invalid value 'NFHWY00345' because it was not found in Contract Project List. Finish Time: 02/16/2024 09:11:42.005	The reported classification is not listed under current Wage Decision attached to the contract. Check the classifications under Labor Classifications to ensure your employee's code is correct.
DOT Contract #	Start Time: 01/17/2024 12:18:24.177 Error: Vendor ID 'NCN15021', Contract ID '', Payroll Number '1', Modification Number '0': Contract ID: Invalid value 'HWYCONTRACT' because it was not found in Contract List. Finish Time: 02/16/2024 12:45:46.559	The Contract number is entered incorrectly.
Extra Character Added	Start Time: 01/17/2024 12:18:24.177 Error: Invalid character in the given encoding. Line 1, position 1. Finish Time: 01/17/2024 12:18:24.208  Start Time: 02/16/2024 12:45:32.279 Error: The parent element 'PayrollEmployeeLabor' record has invalid field 'grossProjectAmountEarned' at Line 62 for employee John C Smith. Finish Time: 02/16/2024 12:45:46.559	Remove unnecessary extra spaces.
Net Pay Value	Start Time: 02/28/2024 09:32:02.302 Error: The parent element 'PayrollEmployeeLabor' record has invalid field 'grossProjectAmountEarned' at Line 56 for employee John J Smith Finish Time: 02/28/2024 09:32:14.751	Ensure the net pay field is populated correctly.
Overtime Hours Reported	Start Time: 02/28/2024 09:39:57.564 Error: The parent element 'hourlyHours' record has invalid field 'overtimeHours' at Line 80 for employee John J Smith. Information: Rollback occurred. One or more errors encountered during payroll file import. No changes saved. Finish Time: 02/28/2024 09:40:10.980	On a day that contains only overtime hours, a zero straight time hours entry needs to be made to allow the data to be correctly imported.
Payroll Date Error	Start Time: 02/16/2024 12:58:53.482 Error: Incorrect version number in the payroll file. Finish Time: 02/16/2024 12:58:53.498	The payroll dates listed overlap with another payroll for the same Contract. Correct the payroll dates.
Payroll Vendor	Start Time: 01/17/2024 12:18:24.177 Error: Vendor ID '', Contract ID 'NFHWY00345', Payroll Number '1', Modification Number '0': Vendor ID '1000000007' is not included in the list of available Contractors on the Contract. Contact the Project Engineer. Finish Time: 02/16/2024 12:45:46.559	The Vendor ID is not associated to the Contract.
Project ID	Start Time: 02/14/2024 10:43:31.362 Warning: UserName 'DOT\rjsjohnson', Vendor ID 'NCN15021', Contract ID 'NFHWY00345', Payroll Number '1', Modification Number '0': Created modification '26' for Payroll Number '1'. Error: Vendor ID 'NCN15021', Contract ID 'NFHWY00345', Payroll Number '1', Modification Number '0', Craft Code '1', Project ID '', Labor Classification 'A0101', First Name 'John', Last Name 'Doe': Project ID: Invalid value 'NFHWY00345555' because it was not found in Contract Project List. Information: Rollback occurred. One or more errors encountered during payroll file import. No changes saved. Finish Time: 02/14/2024 10:43:49.118	The Project ID was not recognized as being associated with the Contract ID used in the payroll. Check the Project ID number used in the payroll.
Social Security Number Format	Start Time: 02/16/2024 11:13:31.445 Warning: UserName 'DOT\rjsjohnson', Vendor ID 'NCN15021', Contract ID 'NFHWY00345', Payroll Number '1', Modification Number '0': Created modification '15' for Payroll Number '1'. Error: Vendor ID 'NCN15021', Contract ID 'NFHWY00345', Payroll Number '1', Modification Number '15', First Name 'John', Last Name 'Smith', Employee ID '': Social Security Number: Invalid value '123 45 6789'; format should be 999-99-9999. (base rule) Error: Vendor ID 'NCN15021', Contract ID 'NFHWY00345', Payroll Number '1', Modification Number '15', First Name 'John', Last Name 'Smith', Employee ID '': Social Security Number: Invalid value '123 45 6789'; format should be 999-99-9999. (custom rule) Information: Rollback occurred. One or more errors encountered during payroll file import. No changes saved. Finish Time: 02/16/2024 11:13:47.270	The Social Security Number is not formatted correctly. Ensure the format is as follows: XXX-XX-XXXX or XXXXXXXX.
Vendor Authority	Start Time: 01/02/2024 08:59:07.585 Error: Vendor ID 'NCN15021', Contract ID 'NFHWY00345', Payroll Number '1', Modification Number '0': Current user, DOT\rjsjohnson, does not have authority to add a Certified Payroll for Vendor NCN1502. Information: Rollback occurred. One or more errors encountered during payroll file import. No changes saved. Finish Time: 01/02/2024 08:59:21.299	The contractor's employee who is submitting payroll does not have the authority to submit payroll for this vendor.