

| Trans Code | Report Name                               | Payroll Week             |       |                                    |      |      | Non Payroll Week         |      |     |      |     |
|------------|---|--------------------------|-------|------------------------------------|------|------|--------------------------|------|-----|------|-----|
|            |   | Mon                      | Tues  | Wed                                | Thur | Fri  | Mon                      | Tues | Wed | Thur | Fri |
| ZP169      | Payroll Locks                             | ZP169                    |       |                                    |      |      | ZP169                    |      |     |      |     |
| ZY01       | Payroll Simulation Error Report           | ZY01                     |       |                                    | ZY01 | ZY01 |                          |      |     |      |     |
| ZF69       | Payroll Gross/Net Wages Comparison Report |                          | ZF69  |                                    |      |      |                          |      |     |      |     |
| ZF70       | Off-Cycle Reports                         | ZF70                     |       | ZF70                               |      |      | ZF70                     |      |     |      |     |
| ZP97       | EE Variance Report                        | ZP97                     |       |                                    |      | ZP97 |                          |      |     | ZP97 |     |
| ZP98       | EE Benefits/FMLA Arrears Report           |                          | ZP98  | run at least once during this week |      |      |                          |      |     |      |     |
| ZP102      | Deductions Not Taken Report               |                          | ZP102 | run at least once during this week |      |      |                          |      |     |      |     |
| ZX02       | Mismatch Report                           | run at least once a week |       |                                    |      |      | run at least once a week |      |     |      |     |
| ZF10       | Errors from AFS Closures                  | ZF10                     |       |                                    |      | ZF10 |                          |      |     |      |     |

**\*\*\* WARNING \*\*\***  
 Employees on ZP169 and ZY01 will be locked and/or fail payroll until error is corrected.

← ZP169 combines several programs to show EEs who are locked.

← ZY01 will show those who have failed payroll or will.

← ZF69 can be used to find EEs who were under-paid or overpaid.

ZF70, with report option "Pending Off-Cycles & Errors" is run directly after creating one or more off cycles.  
  
 ZF70, w/report options "Processed Off-Cycles" OR "Deleted Off-Cycles" can be run to view results of off-cycles saved on a previous date.

**RUN ZY08 – PAYROLL SIMULATION AFTER ANY CHANGES TO AN EMPLOYEE'S RECORD THAT AFFECTS TIME/PAY AND VERIFY RESULTS**

The following reports are useful to run on an "as needed" basis:

- |   |  |
|---|--|
| ZF65 EE Payroll Expenditure Detail Report | ZT02 Time Entry Audit Report                     |
| ZP64 EE Wage Type Results Report          | ZT06 Absence Quota Report                        |
| ZP145 Payroll Recon Report                | ZT35 Available Leave Hours                       |
| ZP13 Action Reason/Pay Reason Report      | ZT34 Overtime Detail                             |
| ZP52 Basic Pay Audit Report               | ZT33 Absence and Attendance Detail               |
| ZP111 Logged Changes in Infotype Data     | ZP151 OGB Interface Log                          |
| PT03 Display Work Schedule                | ZF80 – Agency's OGB Financial Report             |
| ZT24 LaGov ERP HCM Time Statement         | ZP108 – Retirement Contribution/Interface Report |
| ZT36 – LEO Substitutions Report           |  |

Report documentation is located in LaGov HCM Online Help <http://lagovhelp.la.gov/gm/workplace>