## Agency Critical Reports Calendar

<table>
<thead>
<tr>
<th>Trans Code</th>
<th>Report Name</th>
<th>Payroll Week</th>
<th>Non-Payroll Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZP169</td>
<td>Payroll Locks</td>
<td></td>
<td>ZP169</td>
</tr>
<tr>
<td>ZY01</td>
<td>Payroll Simulation Error Report</td>
<td>Monday—Use Friday's date</td>
<td>Use the date before</td>
</tr>
<tr>
<td>ZF69</td>
<td>Payroll Gross/Net Wages Comparison Report</td>
<td>ZF69</td>
<td></td>
</tr>
<tr>
<td>ZF70</td>
<td>Off-Cycle Report</td>
<td>Off-Cycle Closed</td>
<td>ZF70</td>
</tr>
<tr>
<td>ZP97</td>
<td>EE Variance Report (Identify Possible Errors)</td>
<td>ZP97</td>
<td>ZP97</td>
</tr>
<tr>
<td>ZP98</td>
<td>EE Benefits/FMLA Arrears Report</td>
<td>ZP98</td>
<td>Run at least once during this week</td>
</tr>
<tr>
<td>ZP102</td>
<td>Deductions Not Taken Report</td>
<td>ZP102</td>
<td>Run at least once during this week</td>
</tr>
<tr>
<td>ZX02</td>
<td>Mismatch Report</td>
<td></td>
<td>Run at least once a week</td>
</tr>
<tr>
<td>ZF10</td>
<td>Errors from AFS Closures</td>
<td>ZF10</td>
<td></td>
</tr>
</tbody>
</table>

The following reports are useful to run on an “as needed” basis.

- ZF65 – EE Payroll Expenditure Detail Report
- ZP64 – EE Wage Type Results Report
- ZP145 – Payroll Recon Report
- ZP13 – Action Reason/Pay Reason Report
- ZP14 – Action History Report
- ZP52 – Basic Pay Audit Report
- ZP111 – Logged Changes in Infotype Data
- ZP180 – Display Change Documents (ZP111 for Orgs)
- PT03 – Display Work Schedule
- ZT02 – Time Entry Audit Report
- ZT23 – Time Entry/Rate Worksheet
- ZT06 – Absence Quota Report (Pay Period)
- ZT34 – Overtime Detail
- ZT33 – Absence and Attendance Detail (PPA Option)
- ZP151 – OGB Interface Log
- ZF80 – Agency’s OGB Financial Report
- ZP42 – Potential Separation/Transfer Error Report
- ZP43 – Separated Employee Recoupment Report
- ZT04 – Absence Quota Error Report
- ZT45 – Potential Payroll/FI Audit Error Report
- ZT11 – Time Evaluation Error Messages
- ZT20 – Time Workflow Audit Report (Online Time Entry)
- ZT24e – eTime Statement Report
- ZP241 – eCertification Report
- ZP261 – Time Approver Substitute Workbench

**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. The report is static and if issue is corrected, the error will not appear on the next available report.
- ZF69 can be used to find EEs who may have been underpaid or overpaid.

**RUN ZY08 – PAYROLL SIMULATION**
After ANY changes to an employee’s record that affects TIME / PAY and verify results!!

ZF70, with report option “Pending Off-Cycles & Errors” should be run directly after creating one or more off-cycles.
Off-cycles with ANY error may result in no payment.
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.

Report documentation is located in LaGov HCM Online Help [http://lagovhelp.la.gov/gm/workplace](http://lagovhelp.la.gov/gm/workplace)

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