

The Compensation Transaction Reports have been available for a few months now, so we wanted to follow-up and share a few hints for using the reports to validate data entry. Please note, we still anticipate that you will request access to these reports on behalf of the individuals who are submitting transactions, as they too should be able to review their work to prevent errors.

There is a program running in MyJob every two hours that captures the current state of online transactions. Thus, most transactions and changes will appear on the report within two hours. We recommend running the transaction report prior to the payroll cutoff, and reviewing it to ensure accuracy and decrease the risk of payment errors.

The easiest way to use this report for validating data entry is to export it as CSV to Excel (see original instructions) and apply filters through Excel. The first thing to pay attention to is the **Status** field. If a transaction is listed as anything but **Completed** at the time payroll is processed, that person will not be paid. It is critical to resubmit transactions that have errored or expired. Note that, on the report, it is possible for there to be two rows for the same transaction - one showing as Expired and the other as Completed.

Transaction Type	Status
Additional Administrative Support Pay	Expired
Additional Administrative Support	Work in Progress
Additional Administrative Support	Completed
Additional Administrative Support Pay	Completed
Additional Administrative Support Pay	Completed

This report is also a good way to ensure that the correct amount of compensation was submitted for an individual. Since miscellaneous pay transactions require the department designee to enter a per pay period rate, this is an easy way for them to make sure what they entered at the per pay period rate equals the total amount to be paid. Note: to reconcile the total amount of all transactions submitted, be sure to filter the data to only see those in Completed status, or you may have duplicates.

Sal For Duration
2,000.00
2,000.00
7,140.00
2,000.00
4,000.00
1,000.00
1,000.00

If you have any questions regarding using the Compensation Transaction Reports for data entry validation, please feel free to reach out to [Carly Povlick](#) in Human Resources.