











Common *Paylink Alerts* and what to do about them

Alert Text	Icon	What does it mean?	How can I fix it?
Base Data will be truncated		The paylink has been set up to accept this data with a certain number of characters and some data in this field exceeds this and will be 'cut off' so some will be lost	Navigate to System > Payroll Configuration > Paylink Modules and select the payroll type you require from the dropdown box. Click on the field you need to amend and change the length, then click Update
There is more than one job pay change in the period for employees		This means there is more than one job and pay record for an employee in the period you have selected	Review the data and if you need both job and pay changes to come through the paylink, run it twice (or more times to capture all the changes) by amending the date range
There are employees on this payroll who do not appear on the previous payroll but whose employee number does appear on the last payroll		This usually only appears during set up and can be ignored	No action necessary
There are employees whose employee number exceeds the maximum length in this payroll		The employee number is set in the system to be a maximum length and there are numbers that exceed this	Navigate to System > System Administration > Numbering Schemes and amend the number of characters allowed
There are employees with a different pay frequency to that which currently is being run in this payroll		The pay frequency in the job and pay records of employees attached to a payroll must match: eg monthly payroll must have a pay frequency of monthly for each employee. The affected employee(s) will be excluded from the paylink report if unchanged	Click on Details to find out which employee's job and pay record does not match. Reset the paylink and go and amend the pay frequency in the record
Allowance started and ended in this payroll period		The date range chosen includes an allowance that started and then ended	No action necessary
Column numbers are not consecutive. Missing column numbers will be submitted to payroll as blank columns This could lead to the Payroll import blanking data in the payroll		When configuring the paylink, a gap in the CSV columns has been created	Review numbering in System > Payroll Configuration > Payroll Configuration and rectify so that column numbers are consecutive
The start date entered is before the end date of the previous run		Last time the paylink was run, the end date selected a later date than the date selected for the start of the current run	No action necessary
There are employees on this payroll who were on a different payroll on their last run		This warning will come up if an employee is moved to a different payroll	No action necessary if this is correct. Note: <i>All</i> data will be output because this is new data for this payroll
There are Data Codes that have been used more than once in this Payroll		When setting up the paylink, a data code has been replicated for more than one field	From the reports area, run the Universal Pay Data Configuration report and check the data code column to find the fields sharing the same data code Then go to System > Payroll Configuration > Paylink Modules and renumber one of the fields. Then go to Payroll Configuration and reattach that field to the new number. Replicate this in other payrolls if necessary

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