

Introduction

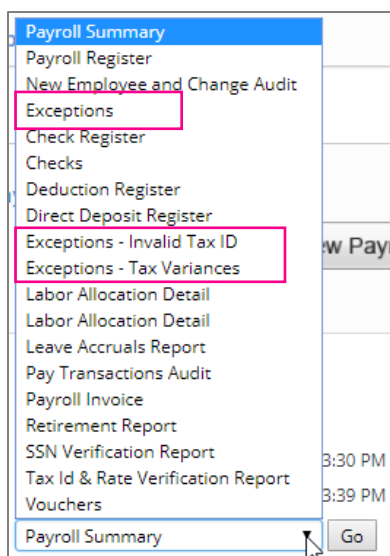
Exception Reports are available for viewing in your reports when previewing your payroll, and in **Report Archive** when the payroll is processed. The report provides key information about your account and payroll.

Types of Exceptions Reports

Every time you process your payroll, you can click on **Preview Payroll** to view any or all reports generated with the payroll. There are three types of “Exceptions” reports:

- Exceptions
- Exceptions – Invalid Tax ID
- Exceptions – Tax Variances

The reports are available in your dropdown menu under **Last Preview Results**. Click **Go** to view the report.



Exceptions

The “Exceptions” report includes the following alerts or errors:

- **Minimum Wage Alert:** Displays alert when an employee is paid under minimum wage.
- **Company Exceptions:** Includes missing or invalid tax ID numbers

Company Exceptions:	
Exception Type	Exception Description
Missing Tax ID - Oregon	Tax ID is missing for the tax OR- Statewide Transit Tax
Missing Tax ID - Pennsylvania	Tax ID is missing for the tax PA- Lancaster, City Lancaster W/H
Missing Tax ID - Pennsylvania	Tax ID is missing for the tax PA- Lancaster City, Lancaster LST

- Employee Exceptions
 - Includes missing jurisdiction based on employee location.

Employee Exceptions:				
Location	Department	Employee ID	Name	Exception Description
		2031	Jack Michaels	The employee is located in a jurisdiction with SOUTH CAROLINA WH Tax. This jurisdiction is not authorized and therefore the tax will not be withheld.

- Duplicate Social Security Number.

Employee Exceptions:				
Division	Department	Employee ID	Name	Exception Description
10	100	1	Billie J McNamara	Duplicate SSN: 222-33-4444
01	05	2000	Billie J McNamara	Duplicate SSN: 222-33-4444
10	100	2	Debbie C McNamara	Duplicate SSN: 222-33-4445
01	05	2001	Debbie C McNamara	Duplicate SSN: 222-33-4445

- Alert exceptions set up under Time Entry options.

Employee Exceptions:				
Location	Department	Employee ID	Name	Exception Description
05	15	2004	Daniel L Adams	Warning: Time Entry Hours of 81.00 exceeds threshold of 80.0000.
05	15	2004	Daniel L Adams	Warning: Time Entry Rate of 35.2500 exceeds threshold of 25.0000.

- Duplicate direct deposit account numbers.

Employee Exceptions:				
Location	Department	Employee ID	Name	Exception Description
02	15	2023	Alejandro Diego Flores	Duplicate Direct Deposit Account: Account Number = ###2250, Routing number = 041000124
03	10	2029	Jerry Evans	Duplicate Direct Deposit Account: Account Number = ###2250, Routing number = 041000124

- **Invalid SSN for W-2:** Employee has an EIN or ITIN with W-2 data. This typically means that the employee has an ITIN or EIN listed on the **General** screen instead of a Social Security Number, which can cause issues with W-2 reporting if they are an employee and should receive a Form W-2 at year-end. If the independent contractor's EIN is correct, you may need to work with your support team to create an appropriate earning code for the contractor that will be included on form 1099-NEC.

Employee Exceptions:				
Division	Department	Employee ID	Name	Exception Description
01	47	1220	Debbie Carlson	Invalid SSN for W-2: Employee has an EIN or ITIN with W-2 data.
02		1221	Melissa Stoddard	Warning: Time Entry Rate of 59.9977 exceeds threshold of 50.0000.

- **Tax & Deductions not taken due to insufficient net pay:** Shows the shortage of a scheduled deduction/garnishment.

Tax & Deduction not taken due to insufficient net pay:							
Location	Department	Employee ID	Name	Type	Title	Calculated	Taken
01	40	2013	Richard L Barnes	Garnishment	Tax Levy	1,226.74	126.72
03	10	2029	Jerry Evans	Garnishment	CS1	500.00	412.22
03	10	2029	Jerry Evans	Garnishment	CS2	250.00	207.61
04	20	2020	Sebastian Flores	Garnishment	Child Support 1	661.54	436.82
04	20	2020	Sebastian Flores	Garnishment	Child Support 2	562.50	370.97

- **Tax Variances:** Lists all taxable wages and calculated tax versus the actual tax collected from an employee for any taxes computed with a percentage. Some taxes you may see with variances are:
 - Social Security EE
 - Medicare EE
 - SDI EE
 - SUI EE

Tax Variances:									
Location	Department	Employee ID	Name	Type		Wage	Calculated Tax	Actual Tax	Variance
01	40	2012	Jesus Gonzalez Garcia	SOC SEC EE	QTD Variance:	3,221.80	199.75	198.81	-.94
01	40	2012	Jesus Gonzalez Garcia	SOC SEC EE	* YTD Variance:	30,323.81	1,880.08	1,879.13	-.95
01	40	2012	Jesus Gonzalez Garcia	MED EE	QTD Variance:	3,221.80	46.72	46.49	-.23
01	40	2012	Jesus Gonzalez Garcia	MED EE	* YTD Variance:	30,323.81	439.70	439.47	-.23
01	40	2014	Ronald Hughes	SOC SEC EE	QTD Variance:	1,362.44	84.47	84.45	-.02
01	40	2014	Ronald Hughes	SOC SEC EE	YTD Variance:	13,353.12	827.89	827.87	-.02
01	45	2011	Vihaan Y Patel	SOC SEC EE	* QTD Variance:	1,855.92	115.07	114.87	-.20
01	45	2011	Vihaan Y Patel	SOC SEC EE	* YTD Variance:	13,491.78	836.49	836.29	-.20

- **Negative Wages or YTD W2 Data:** Includes negative wages, earnings, deductions.

Negative Wages or YTD W2 data:						
Location	Department	Employee ID	Name	Type	Title	Amount
05	15	2004	Daniel L Adams	Deduction	United Way	-100.00

Note: Due to the number of alerts and details listed on this report, it is best to review the “Exceptions” report prior to clicking on **Process Payroll**. This will give you the opportunity to view the alerts and make any corrections due to errors or omissions on the payroll or employer/employee information.

Exceptions – Invalid Tax ID

This report includes the following alerts or errors:

- **Company Exceptions:** Missing or invalid Tax ID numbers for each jurisdiction and type of tax.

Company Exceptions:	
Exception Type	Exception Description
Missing Tax ID - Oregon	Tax ID is missing for the tax OR- Statewide Transit Tax
Missing Tax ID - Pennsylvania	Tax ID is missing for the tax PA- Lancaster, City Lancaster W/H
Missing Tax ID - Pennsylvania	Tax ID is missing for the tax PA- Lancaster City, Lancaster LST

This is the same information as is listed on the “Exceptions” report. However, this report only highlights the Company Exceptions.

Tax ID numbers are also listed on the “Payroll Summary” under Agency ID’s and if an ID number is missing for a jurisdiction, *****Missing***** is listed on the report.

Tax Agency Id's		
State	Tax Agency	Tax Id
Federal	Internal Revenue Service	56-7777777
California	California - EE SIT-SDI	33555555
California	California - ER UI	33555555
Indiana	Indiana - EE W/H	222222221 333
Indiana	Indiana - ER UI	333333
Oregon	OR- Statewide Transit Tax	100010000
Oregon	Oregon - EE W/H	4444444-1
Oregon	Oregon - ER UI	4444444-1
Oregon	Oregon - UICNTY	4444444-1
Pennsylvania	PA- Lancaster City, Lancaster LST	*** Missing ***
Pennsylvania	PA- Lancaster, City Lancaster W/H	*** Missing ***
Pennsylvania	Pennsylvania - EE W/H	1111 3333

The Service Bureau may not be able to file taxes to some jurisdictions with missing ID numbers. Remember to apply for the missing ID number and provide to your Service Bureau as soon as it is received to insure proper tax filing.

Exceptions – Tax Variances

This report includes the following alerts or errors:

- **Tax Variances:** Lists all taxable wages and calculated tax versus the actual tax collected from an employee for any taxes computed with a percentage. Some taxes you may see with variances are:
 - Social Security EE
 - Medicare EE
 - SDI EE
 - SUI EE

Tax Variances:									
Division	Department	Employee ID	Name	Type		Wage	Calculated Tax	Actual Tax	Variance
01	10	1206	Heather Lewis	SOC SEC EE	QTD Variance:	1.58	.10	.00	-.10
01	10	1206	Heather Lewis	SOC SEC EE	YTD Variance:	1.58	.10	.00	-.10
01	10	1206	Heather Lewis	MED EE	QTD Variance:	1.58	.02	.00	-.02
01	10	1206	Heather Lewis	MED EE	YTD Variance:	1.58	.02	.00	-.02
03	25	3000	Pedro R Mathis	CALIFORNIA SDI EE	QTD Variance:	1,880.00	18.80	.00	-18.80
03	25	3000	Pedro R Mathis	CALIFORNIA SDI EE	YTD Variance:	1,880.00	18.80	.00	-18.80

This is the same information as is listed on the "Exceptions" report. However, this report only highlights the Tax Variances.

Tax variances can occur for many reasons. Some of the reasons are:

- Manual check with taxable wages and no without taxes entered in payroll.
- Refund of a Pre-tax deduction without adjustment for taxes.
- Taxable fringe benefit entered without a live check to collect the taxes on the fringe benefit amount.
- Social Security and Medicare not collected from employees due to insufficient Net Pay.
- Wages and/or deductions were voided in a quarter where there were no wages or fewer wages than the adjustment.
- A tax variance from prior balances from previous Service Bureau.

If a tax variance exists, the funds may need to be collected from the employer if the employee is not receiving any additional wages, creating an undue cost to the employer. It is best to review the "Exceptions – Tax Variances" report each payroll. If you are not sure how to correct a Tax Variance, please contact your Service Bureau for guidance.