

## New Unpaid Employee Listing Report

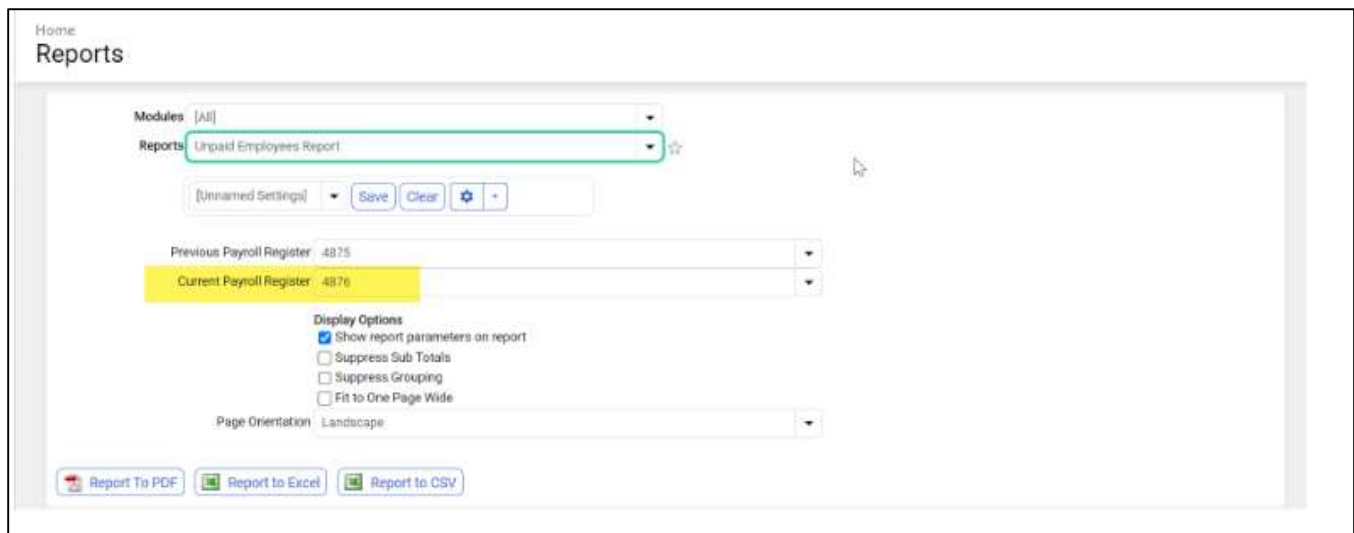
*APTAFUND-3359*

### Introduction

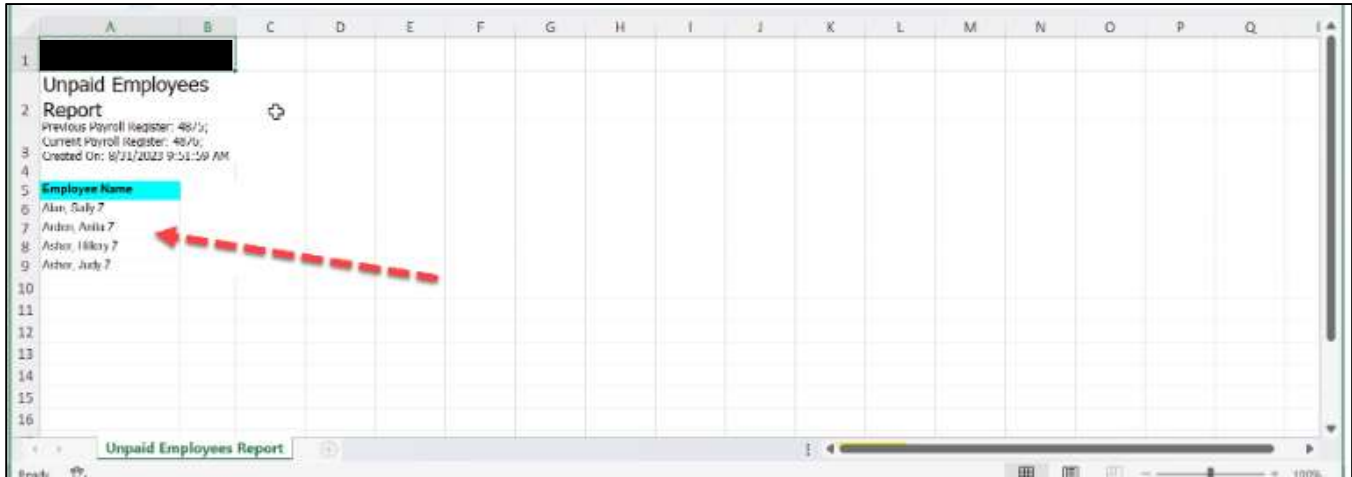
AptaFund has a new report called the **“Unpaid Employees Report”** in the Payroll Module. This report is intended to be used as a pre-check of employees being who may be missing in the current register. The report will compare employees receiving pay in the current payroll register with the employees that received pay in the previous payroll register. The employees listed on this report are those who are not included in the current payroll register. The report has two parameters **“Previous Payroll Register”** and **“Current Payroll Register”** so the user can choose the two registers to compare.

The output of the report is the list of the missing employees who were present in the previous Payroll Register but are not included in the current Payroll Register. The missing employees are sorted by Display Name.

The **“Unpaid Employees Report”** can be found in My AptaFund > Reports. To generate the report, select the name of the Previous Payroll Register and the Current Payroll Register.



The names of the employees who were on the previous payroll register but are not set to receive pay in the current payroll will be listed on the report. Determine if the employees on the report should be paid in the current payroll cycle and make any necessary corrections.



The screenshot shows an Excel spreadsheet with the following content:

Employee Name
Alan, Sally 7
Andra, Anita 7
Asher, Hilkey 7
Archer, Judy 7

A red dashed arrow points from the right side of the spreadsheet towards the 'Employee Name' column header.

