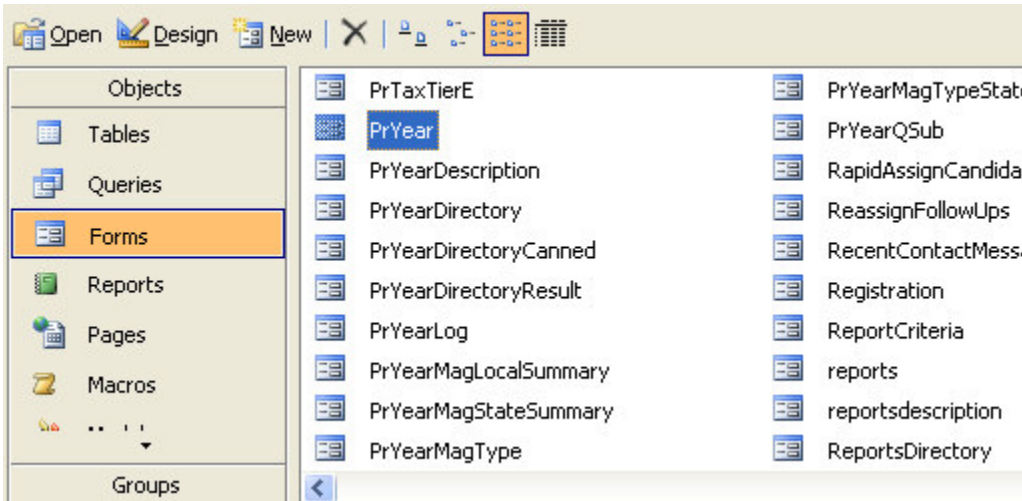


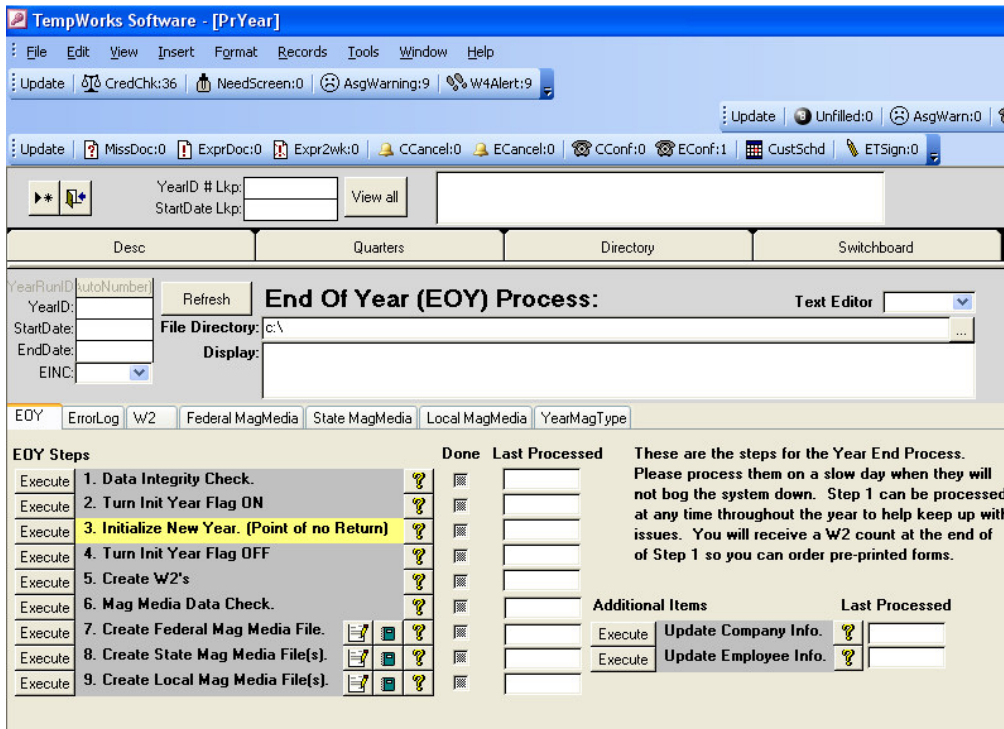
Data Integrity Checks

This document lists instructions on how to run the Data Integrity Check on TempWorks version 7R2 or later. Running the Data Integrity Check on your live database will not harm your system. However, please remember that if you run the Data Integrity Check on a year-end test database, you will still need to clean up the data in the live database. You will need F11 access in order to run the Data Integrity Checks. Please note it is best to run the Data Integrity Check at the system level.

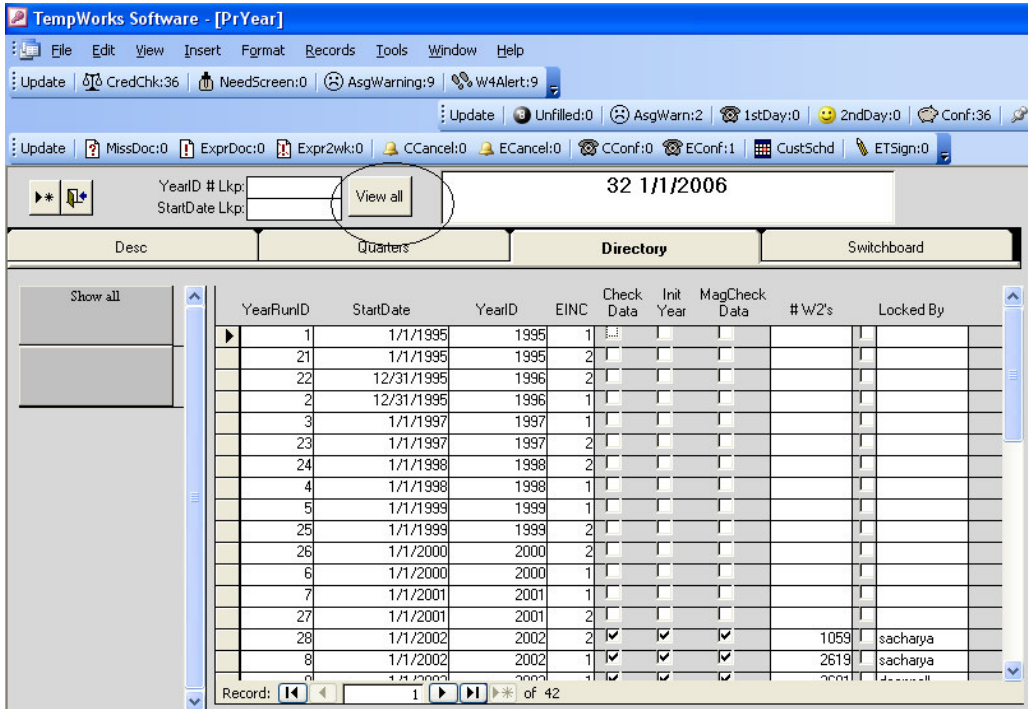
- 1) While TempWorks Software is open, hit the F11 key.
- 2) Find and open the form named PrYear.



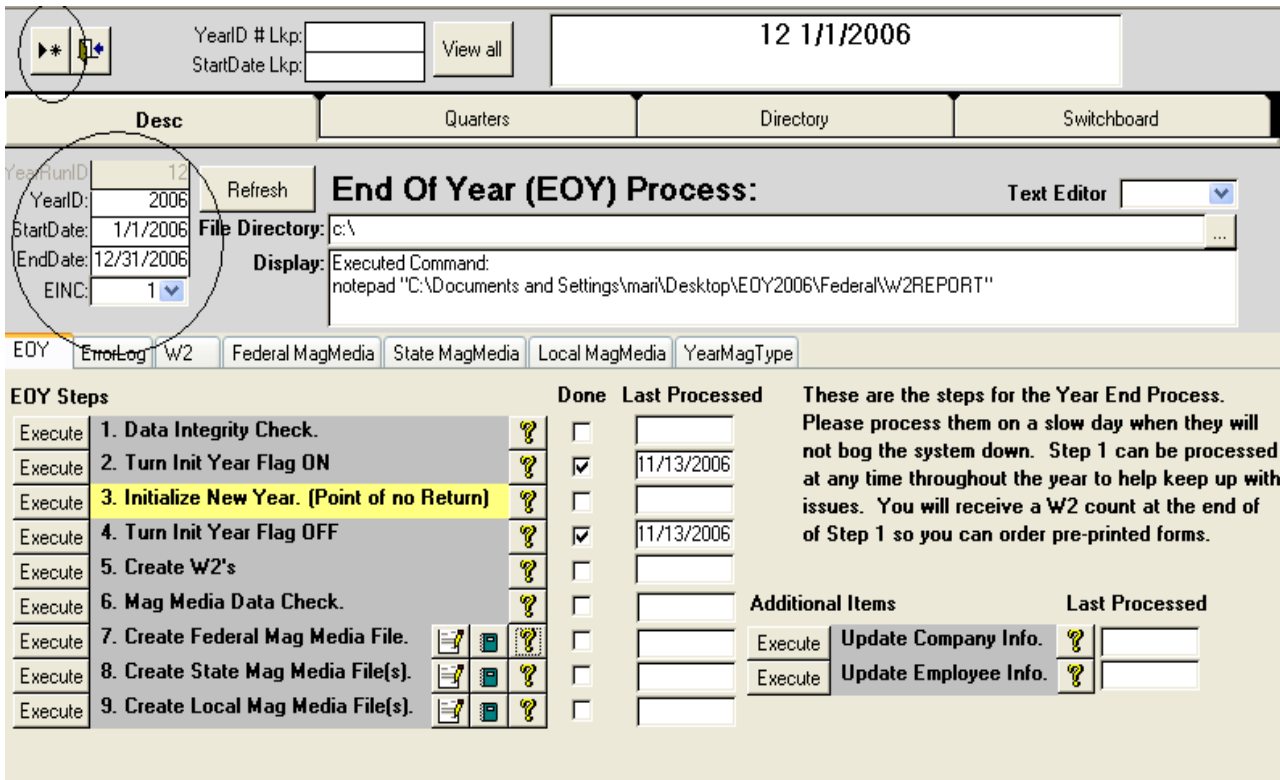
- 3) Double click on the **PrYear** form.





4) Once the form is open, click on the **View All** button at the top.

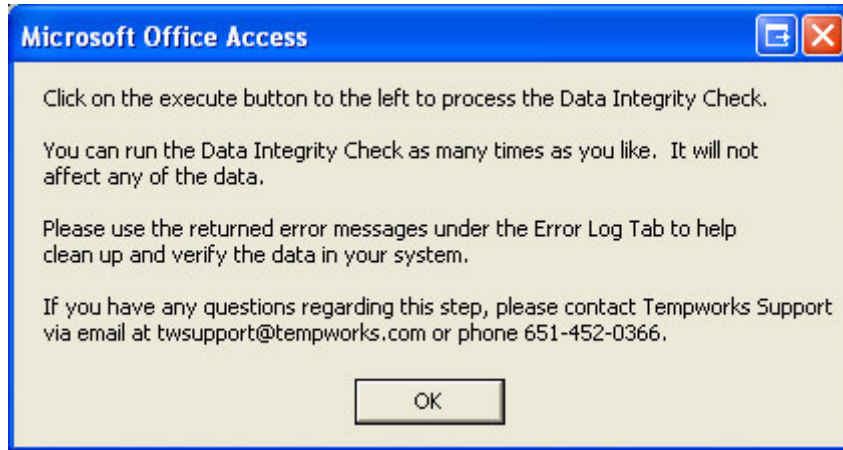


5) Double click on the appropriate year. This should take you back to the previous screen; make sure the **YearID**, **StartDate** and **Enddate** fields populate correctly with the correct year information. If the appropriate year does not show on your list, click on the new button (arrow/asterisk) and add one.





6) Once you have the correct year opened, you should be on the EOY tab. There are several buttons on this form to assist in making the processes easier.

- a)  This button is located to the left of each process. Use this button to run the corresponding process. Note that running the Data Integrity Check on your live data base will not harm your system and can be done at any time.
- b)  This button is located to the right of the process. Use this button for further explanation as to what this process entails and when it should be run. For example:



- c) The “Done” column will automatically check off the processes that have been completed successfully for the year. The “Last Processed” column will also self populate to the date when the process was completed or when it was run last.

EOY Steps			Done	Last Processed
Execute	1. Data Integrity Check.		<input type="checkbox"/>	11/9/2006
Execute	2. Turn Init Year Flag ON		<input type="checkbox"/>	
Execute	3. Initialize New Year. (Point of no Return)		<input type="checkbox"/>	
Execute	4. Turn Init Year Flag OFF		<input type="checkbox"/>	
Execute	5. Create W2's		<input type="checkbox"/>	
Execute	6. Mag Media Data Check.		<input type="checkbox"/>	
Execute	7. Create Federal Mag Media File.	 	<input type="checkbox"/>	
Execute	8. Create State Mag Media File(s).	 	<input type="checkbox"/>	
Execute	9. Create Local Mag Media File(s).	 	<input type="checkbox"/>	

7) To complete the Data Integrity Check, click on the “Execute” button immediately to the left of step #1 on the EOY tab, this will start the data integrity check. This may take anywhere from one to thirty minutes to process. If there are errors, message boxes will pop up; just click the OK to be directed to those errors. If there are no errors, you will get a box stating the process has been completed successfully, again click the OK button to complete.

	Additional Items	Last Processed	
Execute	Update Company Info.	<input type="text"/>	
Execute	Update Employee Info.	<input type="text"/>	

Microsoft Office Access

Errors occurred while performing data integrity check.
Look at the log file for what data corrections to make.
To obtain a more detailed error list run the following Stored Procedure in a Query Analyzer:
`exec EOY_CheckData 32, '1/1/2006', '12/31/2006', 1, 1`

8) All the errors will show up under the ErrorLog tab. The Error Message box will describe the error.

32 1/1/2006

Desc

Quarters

Directory

Switchboard


YearRunID: 32	<input type="button" value="Refresh"/>	End Of Year (EOY) Process:	Text Editor <input type="button" value="v"/>
YearID: 2006	File Directory: C:\	<div style="border-bottom: 1px solid gray; margin-bottom: 5px;">EOY_CheckData</div>	
StartDate: 1/1/2006	Display: /*****		
EndDate: 12/31/2006	EOY_CheckData		
EINC: <input type="button" value="v"/>			

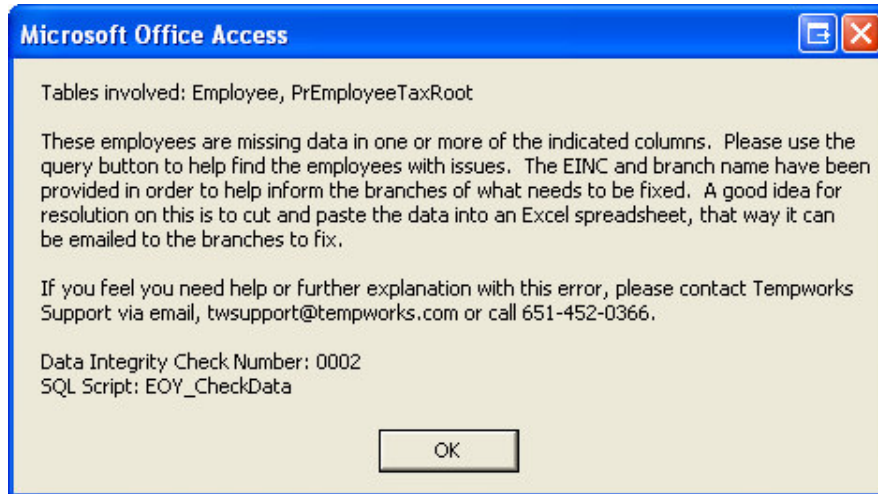
EOY	ErrorLog	W2	Federal MagMedia	State MagMedia	Local MagMedia	YearMagType
-----	-----------------	----	------------------	----------------	----------------	-------------

Execute	SQL
---------	------------

ID	YearID	EINC	Created Date	Error Message	View Records: <input type="button" value="v"/>	
526	2006	2	11/9/2006	The following 3 employees is missing LastName,FirstName,Address Info, or SSN in the employee table. All of these employees have taxable wages and will get a	<input type="button" value="help"/> <input type="button" value="grid"/> <input type="button" value="chart"/>	
LogType	EOY_CheckData					
527	2006	2	11/9/2006	The following 370 employees have invalid letters in their name. Names can only contain A-Z, 0-9, Spaces, Hyphens, Periods, and Apostrophes. This is per the SSA. Otherwise	<input type="button" value="help"/> <input type="button" value="grid"/> <input type="button" value="chart"/>	
LogType	EOY_CheckData					
528	2006	2	11/9/2006	There are txnsroot records for Aldents that do not have SSN in the EmployeeRoot table	<input type="button" value="help"/> <input type="button" value="grid"/> <input type="button" value="chart"/>	
LogType	EOY_CheckData					
529	2006	2	11/9/2006	There are PrCheckTaxRoot records for Aldents that do not have SSN in the EmployeeRoot TABLE	<input type="button" value="help"/> <input type="button" value="grid"/> <input type="button" value="chart"/>	
LogType	EOY_CheckData					
530	2006	2	11/9/2006	Note: There are PrEmployeeTax records that are marked as exempt. Please verify these employees are set up correctly for taxability.	<input type="button" value="help"/> <input type="button" value="grid"/> <input type="button" value="chart"/>	
LogType	EOY_CheckData					
531	2006	2	11/9/2006	Note: There are PrEmployeeTax records that are marked as inactive. Please verifi	<input type="button" value="help"/> <input type="button" value="grid"/> <input type="button" value="chart"/>	
Record:	<input type="button" value="first"/>	<input type="button" value="prev"/>	<input type="text" value="1"/>	<input type="button" value="next"/>	<input type="button" value="last"/>	of 8

9) To the right of each error, there are three error buttons.

- a)  This error button opens an error message that will describe the tables involved in the error, the probable reason for the error and will give you a **Data Integrity Check Number** to reference if you need to contact Tempworks Support for further assistance in correcting this error. For example:



- b)  This error button opens the **Error Query in Datasheet View**, which shows you who/what is involved with the error in a table format. For example:


	AIdent	SSN	FirstName	LastName	Address	City	State	Zip	EINC	YearID	branchname
▶	1999574160	462793825	Omar Flores	Chino	2832 54th Ave		MN	54230	2	2006	North_Minneapc
	1999580259	582917971	Madeline	Rios	1174 Bradley St		MN	55130	2	2006	North_St Paul
	1999580368	601278941	Cecilia	Sanchez	200 Sarah Lane		WI	54025	2	2006	North_St Paul


- c)  This error button opens the **Error Query in Design View**, which shows you the actual query or which tables are involved in the error with their joins. For example:

```

SELECT Distinct
e.AIdent,
e.SSN,
e.FirstName,
e.LastName,
e.Address,
e.City,
e.State,
e.Zip,
pet.EINC,
pet.YearID,
e.branchname
FROM preemployeetaxroot pet inner join EmployeeRoot e
on pet.AIdent = e.AIdent
where pet.amounttaxable <> 0
and pet.juris not like '%suta%'
AND pet.YearID = 2006 AND pet.EINC = 2 AND (
e.SSN IS NULL OR len(e.SSN) = 0 OR
e.FirstName IS NULL OR len(e.FirstName) = 0 OR
e.LastName IS NULL OR len(e.LastName) = 0 OR
e.Address IS NULL OR len(e.Address) = 0 OR
e.City IS NULL OR len(e.City) = 0 OR
e.State IS NULL OR len(e.State) = 0 OR
e.Zip IS NULL OR len(e.Zip) = 0) ORDER BY e.aident, e.branchname
    
```

10) You can copy and paste the script from the **query button** into **SQL** and run it from there. In some instances, the SQL code may have to be modified in order to find the errors and fix them. This is due to the slight syntax differences between Access and SQL.

11) If you read the first Error message in the screen shots provided in step 7, it clearly states that there are 26 employees with missing information in the employee table. If you click on the  button, it will list those employees with the missing information. You can simply fix this error by updating information under the Associate tab.

12) If you are unsure about what needs to be done for any of the errors, please call Tempworks Support with your Data Integrity Check Number that is provided when clicking  and one of our associates will assist in correcting the errors.

Once all errors have been fixed, the Year End process can continue during your already scheduled year end processing date. Please call Tempworks Support at (651) 452-0366 if you would like to set up a time to walk through the Data Integrity Check errors.