

EMP501 Reconciliation

Not all employees exporting on employee detail tab



Background

When running the EMP501 Recon report for multiple companies, not all the employees for all companies export to the employee detail tab.

To rectify the problem, you can follow the steps below:

- Access the Basic Company Information Screen for each company
- Tick the "Company Eligible" box on the ETI tab
- Rerun the EMP501 report again.

You can untick the "Company Eligible" box on ETI tab again before exporting the IRP5/IT3a Report