

How to Run Data Integrity Checks and Resolve Errors

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The Data Integrity Check is a tool that can be utilized year round to find/resolve any potential issues that exist in your database. From missing SSNs and incorrect zip codes, to questionable tax set ups in administration; these are all common occurrences that can be found by utilizing this tool. The Data Integrity Check can be ran at any time and we highly suggest running it quarterly to minimize the amount of items built up before year end.

Who can run it?

Anyone with System Administrator security permissions.

Note If you do not have access, please contact your Bridge Admin.

How do I run it?

To run your Data Integrity Check, navigate to Pay/Bill > Other > Year End.

Note You should be at the highest level of your hierarchy to encompass all entities when running the Data Integrity Check.

Once the year end form is opened, you will see a list of years to select from. If you do not see the current year, select the plus icon in the upper right-hand corner to add.

The screenshot shows a software interface with a search bar at the top and a navigation menu on the left. The main area displays a 'year selection' table. The table has the following columns: Year, EINC, Status, Date Started, and Date Completed. The data rows range from 2019 down to 1996. The 'year end' menu item in the left sidebar is highlighted with a red box. A red box also highlights a '+' icon in the top right corner of the table area.

Year	EINC	Status	Date Started	Date Completed
2019	System	Open		2/6/2019 11:18 AM
2018	System	Completed	1/8/2019 2:25 PM	1/18/2019 5:00 PM
2017	System	Completed	8/14/2018 8:10 A...	1/18/2019 5:00 PM
2016	System	InProgress	1/12/2017 3:07 P...	
2015	System	InProgress	1/6/2016 1:57 PM	
2014	System	InProgress	12/18/2014 8:11...	
2013	System	Completed	1/23/2014 3:26 P...	1/27/2014 11:35 AM
2012	System	InProgress	1/18/2013 9:37 A...	
2011	System	InProgress	2/6/2012 9:11 AM	
2010	System	InProgress	6/2/2011 3:39 PM	
2009	System	Open		
2008	System	Open		
2007	System	Open		
2006	System	Open		
2005	System	Open		
2004	System	Open		
2003	System	Open		
2002	System	Open		
2001	System	Open		
2000	System	Open		
1999	System	Open		
1998	System	Open		
1997	System	Open		
1996	System	InProgress	12/11/2002 10:0...	

If the current year is there, or if you've completed adding it, you can double click the row to bring you into the year end worksheet. For Data Integrity Check purposes, we will only be focusing on "Step 1".

Note Anytime before running a Data Integrity Check, it is recommended that you first click on the 'Recalculate' button to potentially resolve simple errors.

Select the 'Run Check' button to run the Data Integrity Check.

Once the check is completed, select the Data Integrity Check Report on the right-hand side of the form to load the report and view any existing errors.

Note This may take a few seconds or a few minutes to load.

The report is broken into three sections:

- **Blue** – Correctable by User
- **Red** – Correctable by TempWorks Support Assistance
- **Purple** – Warnings – Not necessarily an error

To see the error in detail, select the plus icon to expand the error.

Correctable by User: These Errors May Require You to Update or Correct Information in TempWorks

1 One of the following SSA required pieces of information is missing: Employer Mailing Address, Mag Pin, Mag Contact, Mag Contact Phone. You may update from Admin > Employers > Employer Setup or contact TempWorks Support for assistance.

EINC	CompanyFullName	FedEmployerID	MagPin	MagContactMethod_1Email_2Postal	MagContact	MagContactPhone	MailingAddress	MailingSuite	MailingCity	MailingState	MailingZip
0	High Tech Staffing	154845185	1234	1	Joe	555-555-5555	701 Main St.		Duluth	MN	

2 The Employer State Income Tax ID or Employer SUTA ID is invalid. Please verify your ID and update in Admin > Employers > Jurisdiction Setup or contact TempWorks Support for assistance.

3 There is an imbalance between the Amount on line two and Upper Limit fields in SUTA juris tables, you may update in Admin > Employers > SUTA setup. Amount must be Rate * Upper Limit. Please review the wage base limit, rate, and maximum amount.

10 There are Check, Transaction, Adjustment, and/or Tax records for the following employees that do not have a valid name or SSN. Please verify and update in the employee file.

11 The following employees have an invalid SSN. Please verify and update in their employee file.

13 Please verify the following employees' data in their employee file. They are missing either name, SSN, address information, or temporary address information.

14 The following Contractors are missing information on their Address. Please verify and update in their company/vendor file.

At this stage you can begin to work through the Correctable by User errors if applicable. To verify they are being appropriately addressed, return to the year end worksheet and select "Run Check" to refresh the report as often as

you need to.

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