Quick Reference

DBA Troubleshooting

To	Do This
Research the following questions when the system does not calculate a DBA as you expect:	1. For whom is the DBA not being calculated? One employee? A group of employees? Everyone?
	2. Does the DBA have start or stop dates in the Employee DBA Instructions?
	3. Does the employee have gross wages?
	4. Does the DBA have a declining balance? If so, is an amount due?
	5. Has the DBA already been calculated for this period?
	6. What is the employee's pay frequency? Biweekly? Monthly?
	7. Which period of the month are you processing?
	8. Is the value in the Period Number field in the pre-payroll parameters correct?