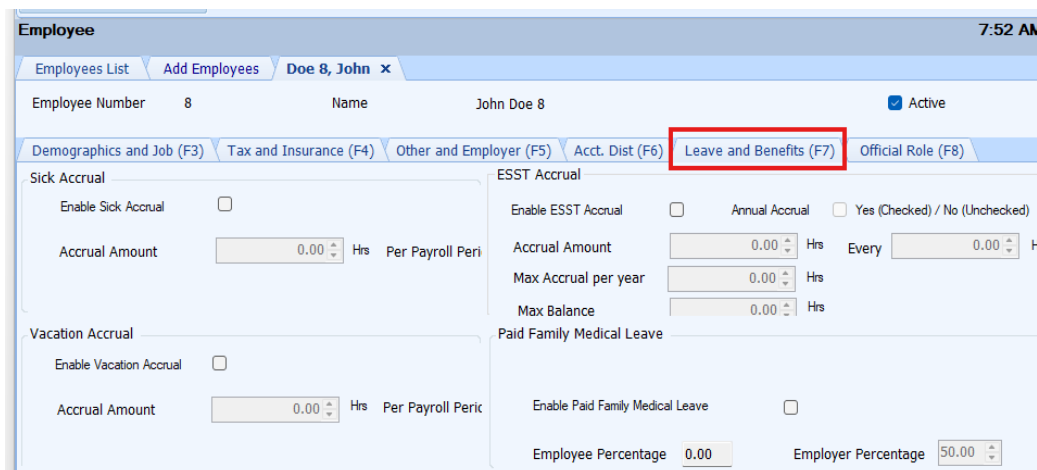


CTAS 2026 Update 1 – Known Issue

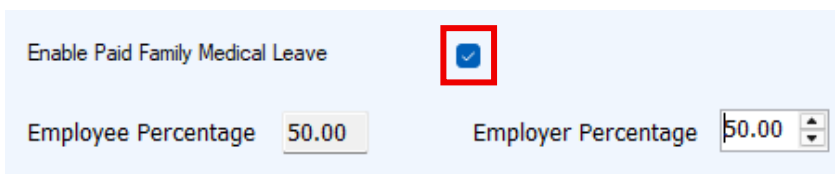
Receiving Error when Moving Multiple Employees over to the Payroll Roster

- Issue: When moving multiple employees over to the payroll roster at once, an error is received when trying to save the roster. This issue is triggered when one or more of those employees are not participating in PFML.
- Solution (for an already created payroll): Add one employee at a time, saving after each employee is added.
- Solution (corrects the issue for the future): Since the issue is triggered when one or more employees on the roster don't have PFML enabled, determine which employees are not in PFML. Open their employee record, go to the Leave and Benefits (F7) tab.



The screenshot shows the 'Employee' record for John Doe 8, Employee Number 8. The 'Leave and Benefits (F7)' tab is selected. Under the 'Paid Family Medical Leave' section, the 'Enable Paid Family Medical Leave' checkbox is checked. Other fields include 'Employee Percentage' at 0.00 and 'Employer Percentage' at 50.00.

Check the Enable Paid Family Medical leave box.



This close-up shows the 'Enable Paid Family Medical Leave' checkbox is checked. Below it, the 'Employee Percentage' is set to 50.00 and the 'Employer Percentage' is also set to 50.00.

Then uncheck the Enable Paid Family Medical Leave box and save.



This close-up shows the 'Enable Paid Family Medical Leave' checkbox is now unchecked. The 'Employee Percentage' is 0.00 and the 'Employer Percentage' is 50.00. The 'Save' button is highlighted with a red box.

This will need to be updated for any employee that is not participating in PFML.

This issue will be correct in the next update to CTAS.