Job Request Warning and Error Messages

Message	Type	Description	Agency Specific
Requested Pay Rate exceeds Approved Salary on position.	Warning	Requested Pay Rate exceeds Approved Salary on position. Verify Pay Rate. Position update may be required. (Validation B1-1, B1-5)	Multiple
Pay Rate is not between the minimum and maximum Pay Rate allowed for the employee's job code.	Warning	Pay Rate is not between the minimum and maximum Pay Rate allowed for the employee's job code. Verify Pay Rate requested. (Validation B1-7, 8, 9,12b)	Blind Vets, Military/Naval, CUNY
ERROR: Appropriate increment code is required.	Error	Appropriate increment code is required. (Validation B1-10a, 35)	Multiple
Requested salary rate is not on Step on the employees Salary Plan. Verify Pay Rate.	Warning	Requested salary rate is not on Step on the employees Salary Plan. Verify Pay Rate. (Validation B1-10b)	CUNY
ERROR: Increment code invalid for employees Pay Rate.	Error	Increment code invalid for employees Pay Rate. (Validation B1-11)	CUNY
Pay Rate requested is not equal to a step for the employee's job code. Verify Pay Rate.	Warning	Pay Rate requested is not equal to a step for the employee's job code. Verify Pay Rate. (Validation B1-12)	CUNY
ERROR: For a Reason of NEW, the Job record must have a HIR or CCH Action for the same Effective Date.	Error	For a Reason of NEW, the Job record must have a HIR or CCH Action for the same Effective Date. (Validation B1-13)	CUNY
Requested salary rate should be the hiring rate when Action of PAY and Reason of NEW is used.	Warning	Requested salary rate should be the hiring rate when Action of PAY and Reason of NEW is used. (Validation B1-14)	Multiple
ERROR: Anniversary date must be same as Hire date. Agency must correct.	Error	Anniv Date must be same as Hire date. Agency must correct. (Validation B1-15)	Multiple
ERROR For Action of PAY and Reason of NEW, the increment code is incorrect.	Error	For Action of PAY and Reason of NEW, the increment code is incorrect. (Validation B1-16a, b)	Multiple
For Action of PAY and Reason of NEW, the increment code is incorrect.	Warning	For Action of PAY and Reason of NEW, the increment code is incorrect. (Validation B1-16c)	COURTS
Requested Pay Rate exceeds maximum Pay Rate of the employee's grade, agency must verify Pay Rate.	Warning	Requested Pay Rate exceeds maximum Pay Rate of the employee's grade. Agency must verify Pay Rate and correct, if necessary. (Validation B1-17)	Multiple
Requested Pay Rate exceeds the Approved Salary Rate on Position.	Warning	Requested Pay Rate exceeds the Approved Salary Rate on Position. Pay Rate may be incorrect or Position may need update. (Validation B1-18)	Multiple

ERROR: The Action POS and Reason CHL transaction that you have entered would result in changes.	Error	The Action POS and Reason CHL transaction that you have entered would result in changes to other data based on the Position Number you have selected. Please correct the Position Number. (Validation B1-19)	Multiple
The employee's current salary is greater than the approved salary rate for the new position.	Warning	The employee's current salary is greater than the approved salary rate for the new position. Position update or an appropriate Position is required. (Validation B1-20)	Multiple
ERROR: When Reason of CBF is selected, Benefit flag must be entered by agency.	Error	When Reason of CBF is selected, Benefit flag must be entered by agency. (Validation B1-22)	Multiple
ERROR: When Reason of CFI is selected, FICA status must be entered.	Error	When Reason of CFI is selected, FICA status must be entered. (Validation B1-23)	Multiple
ERROR: When reason of CIC is selected either the Inc Cd, the FIS Amount, or Ann Date is required.	Error	When Reason of CIC is selected, agency must enter either the Increment Code, the FIS Amount, or the Anniversary Date. (Validation B1-24)	Multiple
ERROR: When reason of CSH is selected, agency must change standard hours.	Error	When reason of CSH is selected, agency must change standard hours. (Validation B1-25)	Multiple
ERROR: When reason of CRS is selected, agency must enter an appointment code.	Error	When reason of CRS is selected, agency must enter an appointment code. (Validation B1-26)	Multiple
ERROR: When reason of CTL is selected, agency must enter Tax Location	Error	When reason of CTL is selected, agency must enter Tax Location. (Validation B1-27)	Multiple
ERROR: When reason of CWS is selected, agency must enter Work Schedule.	Error	When reason of CWS is selected, agency must enter Work Schedule. (Validation B1-28)	Multiple
ERROR: When Reason of CPF is selected, the F/P Time indicator must be F and the Work Pct must be 100%.	Error	When Reason of CPF is selected, the Full/Part Time indicator must be F and the Work Percentage must be 100%. (Validation B1-29)	Multiple
ERROR: When CPT selected, the F/P Time indicator must be P and Work Pct less than 100%.	Error	When Reason of CPT is selected, the Full/Part Time Indicator must be P and Work Percentage must be less than 100%. (Validation B1-30)	Multiple
Work Percent is usually reported as 100%. Please verify the employee's work percent.	Warning	When the Reason of CPT is selected for a Position whose FTE% <100%, the Work Percent is usually reported as 100%. Please verify the employee's work percent. (Validation B1-31)	COURTS
ERROR: Bargaining Unit is not eligible for the Reason VRW.	Error	Bargaining Unit is not eligible for the Reason VRW. (Validation B1-33)	Multiple
ERROR: For Reason of VRW, the Work % must be 70, 75, 80, 85, 90, or 95 and the F/P Time must be V.	Error	For a Reason of VRW, the Work Percentage must be 70, 75, 80, 85, 90, or 95 and the Full/Part Time Indicator must be V. Please correct your entry. (Validation B1-33b)	Multiple
ERROR: Anniversary Date and Increment Code are both	Error	Anniversary Date and Increment Code are both required. (Validation B1-34)	Multiple

required.			
ERROR: When Reason of COR is selected, information must be put in the Status Reason field.	Error	When Reason of COR is selected, information must be put in the Status Reason field. (Validation B1-37)	Multiple
ERROR: Pay Rate must be less than or equal to the Approved Salary on the Position.	Error	For an Action of POS, PAY, or XFR, for Extra Service positions with a Pay Basis Code of HRY, the Pay Rate must be less than or equal to the Approved Salary on the Position. Verify Pay Rate. Position update may be required. (Validation B1-38)	Multiple
ERROR: Pay Rate is required for this transaction.	Error	Pay Rate is required for this transaction. (Validation B1-39)	Multiple
ERROR: Invalid Part-Time Pct.	Error	Part-time percent must equal 1.00 for employee's pay basis code. The message and type will remain the same.	Multiple
Transaction violated one or more validation rules. Not requested.	Warning	This transaction did not satisfy the validation rules. It has to be fixed before it can be accepted as a request. Please fix the transaction and request it again.	Multiple
One or more errors occurred during validation. Please fix the errors and re request the changes.	On-line	Validation step found one or more errors in this transaction. Please fix the errors and request the transaction.	Multiple
(CI) Processing auto approved request	On-line	At this point, the transaction has been validated and it is found to be ok to insert into job component. The component interface will insert this transaction into employee's job record collection. If insert is ok, a message indicating that the process completed successfully will be displayed, otherwise if there are any errors during insert, they will be displayed on the page, transaction will be saved as requested and processed later.	Multiple
(CI) Record inserted	On-line	Transaction is inserted into the job record collection successfully.	Multiple
(CI) Generated errors or warnings. Record not inserted. Change request submitted.	On-line	N/A	Multiple
One or more warning messages issued. Request change anyway?	On-line	One or more warnings messages issued. If 'YES' button is clicked, data can be saved as requested. Otherwise, the status of the transaction will remain initiated so that necessary corrections can be made.	Multiple
ERROR: Either Increment Code, FIS Amount or Anniversary Date required	Error	At least one of the three fields must be entered to complete the transaction. Please reenter data.	Multiple
W-2 record does not exist for entered tax year for this employee and company.	Error	N/A	Multiple

ERROR: Benefit Flag needs to be entered for action reason CBF	Error	N/A	Multiple
ERROR: FICA Status needs to be entered for action reason CFI	Error	N/A	Multiple
ERROR: Full/part time indicator and Part Time Percent must be entered	Error	Full/part time indicator and Part Time Percent must be entered for action reason CPF and CPT.	Multiple
ERROR: Appointment code needs to be entered for action reason CRS.	Error	N/A	Multiple
ERROR: Standard Hours needs to be entered for action reason CSH.	Error	N/A	Multiple
ERROR: Tax Location Code needs to be entered for action reason CTL.	Error	N/A	Multiple
ERROR: Work Schedule needs to be entered for action reason CWS.	Error	N/A	Multiple
ERROR: Increment Code needs to be entered for action reason PWH.	Error	N/A	Multiple
ERROR: Both Full/Part Time Indicator and Part time percent must be entered.	Error	Both Full/Part Time Indicator and Part Time Percent must be entered when action reason is VRW	Multiple
ERROR: Pay Rate needs to be entered for all pay rate change transactions.	Error	N/A	Multiple
ERROR: Position Number is required for action reason CHL	Error	Position Number is a required field for all position Change Transactions with an Action Reason CHL	Multiple
ERROR: Position number and Pay Rate are required.	Error	Position Number and Pay Rate need to be entered for all position Change Transactions with an Action Reason other than CHL.	Multiple
ERROR: One or more fields are missing.	Error	Position Number, Pay Rate, Benefit Flag, Full/Part Time Indicator and Part - Time Pct are required fields for Transfer Request Transactions.	Multiple
Transaction can be saved as not requested.	On-line	Due to warnings, the user clicked the NO button. Therefore transaction is not requested. Data that caused warnings can be fixed and change can be re requested.	Multiple