

Time Entry Warning and Error Messages

Message	Severity	Description
Earnings codes dates overlap an additional pay change.	Error	Notify the user that the earnings begin and end date for earnings submitted as hours or days overlap an effective dated row that exist in Additional pay. Earnings must be broken down based on effective dated rows in order to calculate correctly.
Earnings Codes dates overlap a job change	Error	Notify the user that the earnings begin and end date for earnings submitted as hours or days overlap an effective dated Job row for a position change or pay rate change. Earnings must be broken down based on effective dated rows in order to calculate correctly.
RGS cannot be submitted with current pay period dates.	Error	Notify the user that earnings code 'RGS' is entered and the earnings begin date or end date fall within the current pay period dates.
The employee is not active in the department	Error	Notify the user that employee must be active in the department as of the earnings begin and earnings end dates. This edit only applies to earnings that are not payable to inactive employees.
Warning – Earnings submitted more than 90 days prior to the pay begin date	Warning	Notify the user to validate that the earnings submitted are for a period greater then 90 days prior to the pay begin date.
Employees title is not eligible for earnings	Error	Notify the user when earnings codes HZ1 or HZ2 are submitted and the employee's title is not eligible on the earnings begin and the earnings end date.
1. Dates invalid for time and a half Holiday pay	Error	Notify the user when earnings code HPI or HPB is submitted for dates other then Thanksgiving and Christmas or the employee's Title Code on the earnings begin date and the earnings end date defines them as not eligible for these earnings. 1. a. If the earn code is HPI, HPB and the bargaining unit is 02, 03, 04, 05, 06, 46, 66 and earns begin and end date is not 12/25 or Thanksgiving b. If the earn code is HPI, HPB and the bargaining unit is 47 and the title code is in 8739200,8739300 and the earns begin and end date is not equal to Thanksgiving or 12/25
2. Invalid Title code for time and a half Holiday pay	Error	2. Notify the user when earn code is HPI, HPB is submitted and the bargaining unit is 47 and the title code is not equal to 8739200, 8739300
IIP earnings cannot be submitted for employee set up with recurring IPF earnings.	Error	Notify the user when IIP is submitted as positive units and the employee has IPF set up as Additional Pay anytime between the earnings begin and the earnings end dates.
Employee on Inconvenience or Shift pay are not eligible for earnings	Error	Notify the user when II1, II2, II3, IS1, IS2 and IS3 is reported as positive units and the employee has Inconvenience Full or Shift pay set up in Additional Pay anytime between the earnings begin and the earnings end date.
Warning – Verify Overtime and Lost time dates	Warning	Notify the user to validate when overtime and lost time are entered for dates that fall within the same week. This edit looks at all previous time entry dates submitted. Only issues warning if Lost Time earnings are submitted as Negative.

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1. Earnings begin and end date must be equal to an official holiday	Error	1. Notify the user when holiday time is being submitted for a date that is not a valid holiday.
2. Holiday earnings must be submitted a single date.	Error	2. Notify the user that Holiday earnings begin and end dates must be the same.
Invalid date for Premium Holiday pay.	Error	Notify the user when earnings codes PPS and PRM submitted and dates are other than 1/1, 12/25, or Thanksgiving.
Warning – Verify number of units per day	Warning	Notify the user to validate number of units submitted exceeds the number of days between the earnings begin and end date. (Exclude earnings code OMA, OMB, OMC, OMD, OME, OMF, OMG, OMH, OMI, OMJ, OML, OMO, OMP).
Invalid department for earnings.	Error	Notify the user when earnings code SDS or SDO and department is not in 09000, 12000 or 14020.
Invalid department or NU for Shift LSP	Error	Notify the user when earnings code SHL (Shift LSP) is submitted and the employee is not in department 17000 – 17110 and bargaining unit not 03 on the earnings begin or end date.
Warning - Earnings type is generally reported as a negative amount, verify positive earnings.	Warning	Notify the user to validate positive entries for Lost time and Adjust Pre-Shift Briefing earnings that are usually reported as negative.
Warning - Merit Award exceeds 3.5% for fiscal year.	Warning	Notify the user to validate Merit Awards in excess of 3.5% of current salary in the fiscal year (4/1 – 3/31).
OT Meals exceeds maximum allowed per day	Error	Notify the user excessive overtime meals are being submitted. (Max of 2 per day)
Warning – Lump Sum Payment submitted for active employee. Verify Validity	Warning	Notify the user to validate when employee is active, on a paid leave of absence or on a leave of absence at the end of the current period and receiving a Lump Sum Vacation Payment or Salary Lump Sum Payment,
Warning – Negative earnings submitted for inactive employee. Verify there are sufficient positive earnings to accommodate the negative earnings.	Warning	Notify the user to validate when employee is inactive at the end of the current pay period and receiving negative earnings.
EXT earnings are only valid for part-time employees	Error	Notify the user when earnings code EXT, X07, Y07 or Z07 is submitted for employees that are full time or on voluntary reduction as of the earnings begin and end dates.
Warning – Verify excessive earnings amount. Documentation may be required	Warning	Notify the user to validate that earnings amount is excessive and documentation may be required.
Earnings code must be submitted with whole number of days	Error	Notify the user that earnings submitted must be submitted as whole numbers.
(Time entry payment type) submitted (is less than/exceeds) the (min/max value)	Error	Notify the user that the days, units, hours and/or earnings amounts submitted are greater than the maximum and/or less than the minimum allowed.
Earn code cannot be submitted without one of the required earn code with overlapping earns dates	Error	Notify the user that the earnings code submitted requires other specified earnings to be submitted.

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Earn Code (earn code) requires non-submission if (earn code) over any portion of earns dates for (earn code)	Error	Notify the user that the earnings code submitted cannot be submitted with specified earnings code.
Earnings code requires submission of (time entry payment type) only	Error	Notify the user earnings code was submitted blank or entry was made in invalid field. (Earnings Codes RGH, X58, Y58 and Z58 are excluded from this edit when entered as blank)
1. Warning - Verify eligibility Holiday Pay 2. Grade Invalid for Holiday Pay	Warning Error	1. Notify user when earnings code HPA or HPB is submitted and the bargaining unit is 06, 34, 46, 52, 66, 96 and grade is equal to 600. 2. Notify user when earnings code HPA or HPB is submitted and the bargaining unit is 06, 34, 46, 52, 66, 96 and grade is equal to 623 and above.