

Time & Labor Error Message

Job Aid

Message ID	Message Description	Results and Procedures
ER002 *	ERROR Bonus Sick hours taken exceeds 10 hour max for specified period.	Follow Campus Policy
ER005	ERROR Total of all reported hours exceed 24	Adjust Time Reported
ER007	ERROR Total of all reported hours exceeds scheduled hours	Adjust Time Reported
ER008	ERROR Total of all reported hours is less than scheduled hours	Adjust Time Reported
ER009	ERROR Family sick taken exceeds 10 day max for a calendar year	Follow Campus Policy and Adjust Time Reported
ER010	ERROR Family sick taken exceeds 15 day max for a calendar year	Follow Campus Policy and Adjust Time Reported
ER011	ERROR Reserve leave taken exceeds 17 day max for a federal year	Follow Campus Policy and Adjust Time Reported

* Message ER002 applies to the Worcester Campus only.

Error Type	Error Description	Results and Procedures
Comp Time Error	This employee does not have enough earned Comp Time to cover the Reported Amount for the TRC "_____".	<ul style="list-style-type: none"> • System generates on-line message but will allow panel to be saved. • View Comp Time Balance to determine available balance • Follow campus cascading policy • Enter appropriate TRC's on Daily Earnings Panels • Error will be generated through Edit Time batch process if original Comp Time entered is not changed.
Leave Balance Error	You are processing time for an "_____" 's Leave Plan. Your workgroup does not allow you to borrow leave time.	<ul style="list-style-type: none"> • System generates on-line error message that does not allow the panel to be saved. • View Leave Balance to determine available balance. • Follow campus cascading policy. • Enter appropriate TRC on Daily Earnings Panel.