

Time and Labor On-Line Errors

Timesheet

Empl Id: [] Empl Rcd: 0

Job Title: Human Resource Prof III Department: 1733510000

View By: Calendar Period Date: 10/02/2011

Reported Hours: Scheduled Hours:

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	0.2300	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings

Message: Quantity must be in quarter hour (.25) increments (25010,20)

Buttons: Save for Later, Submit

Timesheet

Empl Id: [] Empl Rcd: 0

Job Title: Special Assistant Department: []

View By: Calendar Period Date: 10/02/2011

Reported Hours: 80.0000 Scheduled Hours: 80.0000

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	25.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings

Message: Hours reported are not between 0 and 24 for date 10/03 (25010,32)

Buttons: Save for Later, Submit

Timesheet

Empl Id: [] Empl Rcd: 0

Job Title: Human Resource Prof III Department: 1733510000

View By: Calendar Period Date: 10/02/2011

Reported Hours: 80.0000 Scheduled Hours: 80.0000

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
		1.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings
	8.0000	7.0000													CMT - Leave-Comp Time Taken

Message: Insufficient Comp Time balance. (25010,9)

Reported Time Summary:

Plan	Recorded Balance
Sick	1455.500
Vacation	151.400
Compensatory Time	14.380
Military Leave	112.000

Buttons: Save for Later, Submit

Time and Labor On-Line Errors

Timesheet

Job Title: Human Resource Prof III

Instructions

*View By: Calendar Period

*Date: 10/02/2011

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	4.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings
	4.0000														SCK - Leave-Sick

Save for Later Submit

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Plan	Recorded Balance
Sick	3.750
Vacation	5.650

Message

4 new hours are reported against Leave Plan Sick. The possible maximum is 3.75. (13504,117)

The leave balance is exceeded. Reduce the number of hours reported and re-submit.

OK

Timesheet

Job Title: Human Resource Prof

Instructions

*View By: Calendar Period

*Date: 10/02/2011

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	2.2500	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings
	5.7500														VAC - Leave-Vacation

Save for Later Submit

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Plan	Recorded Balance
Sick	3.750
Vacation	5.650

Message

5.75 new hours are reported against Leave Plan Vacation. The possible maximum is 5.65. (13504,117)

The leave balance is exceeded. Reduce the number of hours reported and re-submit.

OK

Time and Labor On-Line Errors

Timesheet

Job Title: Public Service Executive IV

Instructions

View By: Calendar Period

Date: 10/02/2011

Scheduled Hours: 0.0000

Previous Period Next Period

Previous Employee Next Employee

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	4.0000	4.0000													DDY - Leave-Discretionary Day
	4.0000	4.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000			REG - Regular Earnings

Save for Later Submit Apply Schedule

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Plan	Recorded Balance
Sick	2491.200
Vacation	280.000
Discretionary Day Is Available	
Holiday Comp-Time	4.000

Message (Empl Rcd: 0)
Discretionary Day is taken on multiple days (25010,18)
OK

Timesheet

Job Title: Public Service Executive

Instructions

View By: Calendar Period

Date: 10/02/2011

Scheduled Hours: 0.0000

Previous Period Next Period

Previous Employee Next Employee

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	8.0000														HCT - Leave-Holiday Comp Time Taken
		8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000			REG - Regular Earnings

Save for Later Submit Apply Schedule

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Plan	Recorded Balance
Sick	2491.200
Vacation	280.000
Discretionary Day Is Available	
Holiday Comp-Time	4.000

Message (Empl Rcd: 0)
Insufficient Holiday Comp Time balance. (25010,10)
OK

Time and Labor On-Line Errors

Timesheet

Job Title: Human Resource Prof III
 Empl Rcd: 0

Message
 Insufficient Comp Time balance. (25010,9)
 OK

View By: Calendar Period
 Date: 10/02/2011
 Scheduled Hours: 80.0000

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	7.7500	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings
	0.2500														CMT - Leave-Comp Time Taken

Save for Later Submit

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Plan	Recorded Balance
Sick	1134.600
Vacation	234.250
Compensatory Time	0.200

Timesheet

Job Title: Human Resource Prof III
 Empl Rcd: 0

Message
 8 new hours are reported against Leave Plan Discretionary Day. The possible maximum is 0. (13504,117)
 The leave balance is exceeded. Reduce the number of hours reported and re-submit.
 OK

View By: Calendar Period
 Date: 10/02/2011

From Sunday 10/02/2011 to Saturday 10/16/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings
	8.0000														DDY - Leave-Discretionary Day

Save for Later Submit

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Plan	Recorded Balance
Sick	1134.600
Vacation	234.250
Compensatory Time	0.200

No Discretionary Day available

Time and Labor On-Line Errors

Timesheet

Empl Id: [redacted] Empl Rcd: 0

Job Title: Human Resource Prof III Department: [redacted]

Instructions

View By: Calendar Period
 Date: 10/02/2011

Reported Hours: 80.0000
 Scheduled Hours: 80.0000

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings
	2.0000														OTP - Overtime

Save for Later Submit

Message
 Overtime/Comp time earned cannot be reported until FLSA limit is met during Week 1 (25010,33)

OK

Timesheet

Empl Id: [redacted] Empl Rcd: 0

Job Title: Human Resource Prof III Department: [redacted]

Instructions

View By: Calendar Period
 Date: 10/02/2011

Reported Hours: 80.0000
 Scheduled Hours: 80.0000

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	7.0000		80.0000	REG - Regular Earnings
					2.0000							2.0000			OTP - Overtime

Save for Later Submit

Message
 Overtime/Comp time earned cannot be reported until FLSA limit is met during Week 2 (25010,34)

OK

Only 39 "FLSA" hours recorded in week 2.

Timesheet

Empl Id: [redacted] Empl Rcd: 0

Job Title: Human Resource Prof III Department: [redacted]

Instructions

View By: Calendar Period
 Date: 10/02/2011

Reported Hours: 80.0000
 Scheduled Hours: 80.0000

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	8.0000	8.0000	8.0000	8.0000	8.0000	8.0000		8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings

Save for Later Submit

Message
 Hours exceed FLSA limit for week 1. (25010,30)

OK

Timesheet

Empl Id: [redacted] Empl Rcd: 0

Job Title: Human Resource Prof III Department: [redacted]

Instructions

View By: Calendar Period
 Date: 10/02/2011

Reported Hours: 80.0000
 Scheduled Hours: 80.0000

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	8.0000	8.0000	8.0000	8.0000	8.0000		8.0000	8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings

Save for Later Submit

Message
 Hours exceed FLSA limit for week 2. (25010,31)

OK

Time and Labor On-Line Errors

Timesheet

Empl Id: [redacted] Empl Rcd: 0

Job Title: Human Resource Prof IV Department: [redacted]

Instructions

*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period

*Date: 10/02/2011 Scheduled Hours: 0.0000 Previous Employee Next Employee

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	2.2500														VAC - Leave-Vacation
	5.7500	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000			REG - Regular Earnings

Save for Later Submit

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Plan	Recorded Balance
Sick	8.700
Vacation	263.700
Discretionary Day Is Available	

Message

Quantity must be in half day increment (25010,21)

OK

Exempts must record SCK, VAC, SHL, and HCT in 1/2 or full day increments

Timesheet

Empl Id: [redacted] Empl Rcd: 0

Job Title: Human Resource Prof IV Department: [redacted]

Instructions

*View By: Calendar Period Reported Hours: 74.0000 Previous Period Next Period

*Date: 10/02/2011 Scheduled Hours: 0.0000 Previous Employee Next Employee

From Sunday 10/02/2011 to Saturday 10/15/2011

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total Hours	Time Reporting Code
	8.0000													8.0000	SCK - Leave-Sick
		8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		64.0000	SHL - Leave-Shared

Save for Later Submit

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Plan	Recorded Balance
Sick	8.700
Vacation	2.200
Discretionary Day Is Available	
Holiday Comp. Time	4.000
Shared Leave	120.000

Message

Positive leave balance exists and shared leave is reported (25010,23)

OK

Exempt Employee: Need to record all available leave in 1/2 day or full day increments so balances are below 4 hours: (Sick, Vacation, Holiday Compensatory Time Taken, and Discretionary Day before entering Shared Leave). NOTE: Non-exempts must also use all available leave, including Compensatory Time Taken (to below .25 increments).

Time and Labor On-Line Errors

Timesheet

Empl Id: []

Job Title: Human Resource Prof

Instructions

View By: Calendar Period

Date: 10/02/2011

Message

Compensatory Time balance of 240.25. Balance cannot exceed 240 hours. Enter Overtime Instead. (25010,25)

OK

From Sunday 10/02/2011 to Saturday 10/15/2011														Total Hours	Time Reporting Code
Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15		
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings
					1.5000										CME - Compensatory Time-Earned 1.5

Save for Later Submit

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Plan	Recorded Balance
Sick	79.400
Vacation	122.000
Compensatory Time	238.000

NOTE: System is computing the 1.5 CME * 1.5 = (2.25). Comp Time balance is 238, so 238 + 2.25 = 240.25 hrs, which is over the Federal maximum of 240 hours. In this case, you could enter 1.25 CME and .25 OTP.

Timesheet

Empl Id: [] Empl Rcd: 0

Job Title: Special Assistant Department: []

Instructions

View By: Calendar Period

Date: 10/02/2011

Reported Hours: 80.0000

Scheduled Hours: 80.0000

Previous Period Next Period

Previous Employee Next Employee

From Sunday 10/02/2011 to Saturday 10/15/2011														Total Hours	Time Reporting Code	Taskgroup
Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15			
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	CME - Compensatory Time-Earned 1.5	

Save for Later Submit

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Return to Select Employee

Message

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

OK