

**Managing Exception (Warnings and Errors)**

**Types of Exceptions**

The following table provides the most common exceptions messages, what they could mean and how to address them. This document excludes Holiday Exceptions and further information will be provided.

Severity	Exception	What this could mean	Example	Resolution	Resolved By:
High	ERROR - Base Hrs <> Sched Hrs	Hours worked does not equal schedule	Schedule = 8 ours/day; employee works 10 hours 1 day and 6 hours another	Through Manage Schedules, adjust weekly schedule to equal timesheet	Timekeeper
High	ERROR - Base Hrs <> Sched Hrs	Hours worked does not equal schedule	Hours entered on timesheet does not equal what is in JOB	Contact department to see if a schedule change is needed	Timekeeper
High	ERROR - Base Hrs <> Sched Hrs	Hours for the day does not equal schedule	Employee entered 1 hour Vacation and did not enter REG	Backfill REG hours on timesheet to equal schedule for the day	Timekeeper
High	ERROR - Base Hrs <> Sched Hrs	Timesheet is short hours compared to schedule	Employee scheduled for 8 hours; entered 6 hours REG on timesheet	Contact employee to see where the hours should be charged	Timekeeper
High	ERROR - Base Hrs <> Sched Hrs	Exempt employee entered more hours than schedule	Exempt employee enters 5 - 10 hour days	Change timesheet to 5 - 8 hour days	Timekeeper
High	ERROR - Job EmplStatus Inactive	Employee is inactive	Employee put on a leave of absence (unpaid) and hours were entered. Usually, No Pay hours have been entered.	Remove No Pay hours from timesheet	Contact Payroll
High	ERROR No Negatives Allowed	Employee enters negative hours on timesheet	Employee enters -2 hours Vacation on timesheet	Contact employee to see if a prior pay period correction is needed	Timekeeper
High	ERROR - 0 Base Hours for Sched	Employee not scheduled for a day but has hours entered	Employee works an unscheduled Sunday	Through Manage Schedules, adjust weekly schedule to equal timesheet	Timekeeper
High	Invalid Leave Time Taken	Employee has gone negative for Vacation, Personal or Holiday Comp Time	Employee has gone negative for Vacation, Personal or Holiday Comp Time	Contact department for where to apply the hours	Timekeeper
High	ERROR - Family Sick >120	Family sick >120	Employee has exceeded 120 hours of Family Sick time	Change excess Family Sick Time to Vacation	Contact Payroll
High	Quantity exceeds TRC limits	Employee has entered too many hours for Vac, Per, Sic, HCT	Employee enters 8 hours HCTU but only has 4 hours remaining	Contact employee to find out where to put the remaining hours	Timekeeper
High	Invalid Comp Time TRC/Balance	Employee has entered too many hours for HCT (happens mostly on Adol Unit)	Employee enters 8 hours HCTU but only has 4 hours remaining	Contact employee to find out where to put the remaining hours	Timekeeper
High	Inactive Time Reporter Status	Employee has time entered after termination	Employee's last day worked is 7/16; has hours entered for 7/17	Remove 7/17 hours from timesheet	Contact Payroll
Low	WARNING Hol TRC on Non-Holiday	Holiday TRC used on a non-holiday	HOL or HCTES entered on a day which is not an official UMMS holiday	Email employee to find out where the time should be charged. <b>This low exception should NOT automatically be cleared.</b>	Timekeeper can clear if the day is adjusted but should not be automatically cleared.
Low	WARNING - Reported Hours >40	Employee has overtime	OVS, MOVS, OVP, MOVP entered on timesheet	Resolve exception if overtime is okay.	Timekeeper
Low	WARNING - User not Valid for TRC	Manual overtime code is on timesheet	MOVS or MOVP entered on timesheet	Resolve exception if overtime is okay.	Timekeeper