\*ERROR\* Approval not allowed

Haven’t determined cause of this error but if you redo and submit or approve it should resolve itself

\*ERROR\* Approver/FYI xxxxxxxx, position xxxxxx is not active as of the pay period

Approvers or FYI’s job with this PCN has terminated, employee needs to be setup with a new approver. See department PPA for instructions

\*ERROR\* Approver/FYI 3xxxxxxx must have a user ID defined on GOAEACC

The employee that belongs to the ID# given does not have a Banner User ID and will need to get one. See department PPA for instructions

\*ERROR\* Jobs total 38 reg. hours from 03/24 - 03/30; entering overtime requires 40. =

Determine error with the recording of overtime, per regulation, 40 hours must be worked before overtime applies. Exception CR’s – holiday hours apply to overtime calculation. See department PPA if you have questions

\*ERROR\* No jobs found

Employee originated web timesheet then NBAJOBS record was updated. Review NBAJOBS record to see if it has been updated to terminate prior to this run or to start after this run. See department PPA for instructions

\*ERROR\* Return of time not allowed

Haven’t determined cause of this error but if you redo and submit or approve it should resolve itself

\*ERROR\* Submit not allowed.

Employee inadvertently caused error by double clicking or there was a hiccup in the connection. Employee can try to submit the timesheet again and sometimes may need to restart time sheet. (NOTE - the restart option should only be used prior to the employee submit deadline)

\*ERROR\* Time sheet approver must be defined on NEA2SPE

Approver must be setup on the NEA2SPE and NEA2SPR screens. (NOTE - watch the PCN/Suffix combination along with the effective date of both the employee and the approver. If employee’s job is active for the whole pay period then an approver or approvers need to span the whole pay period. Do not end approver on Friday if employee is active through Saturday)

\*ERROR\* Time transaction already exists.

Employee has started the time sheet but there are no hours worked. Ask employee to ‘restart’ the timesheet then record worked hours. Also this error message may appear if employee has multiple jobs, employee needs to review all timesheets available to them for the particular run in question. (PPA can also run PHR2TDN for a particular employee, remember to clear the TKL parameters so you capture all the web timesheets)

\*ERROR\* Time sheet not extracted; verify job setup. =

\*ERROR\* Time sheet not extracted; verify job setup

Verify that the position has been keyed into NBAJOBS. Might be a late job set up or changes to existing job. See department PPA for instructions

\*ERROR\* Total percent must equal 100. (Jul 27, 2014 - Aug 09, 2014)

Review fund and/or grant start or term date. If fund is not available for certain days will need to charge 103010 then do LR later after funding issue has been resolved.

\*ERROR\* You are eligible for 0 holiday(s) this pay period but have recorded X.

Employee reported vacation hours using Earnings Code 400 (holiday leave pay).

\*Error Status\* – no explanation and the time sheet looks correct:

* Most likely the employees NBAJOBS record was updated after the employee originated the timesheet. This would require the employee to use the “restart” option on the web timesheet.
* Fixing and saving the time sheet for future editing will not clear the Error status until employee submits it for approval.

\*WARNING\* Job requires 80 hours of work or leave, but only 32 have been entered

**Is this employee a new employee?** If so then this may be ok but make sure it goes through all of the statuses required so that payment on submitted hours are processed. You will need to go back in and review the status of the web time sheet to make sure it moved into the correct status

**Is the employee terminating in this run?** Less than full 80 hrs may be correct just make sure it goes through all of the statuses required so that payment on submitted hours are processed. You will need to go back in and review the status of the web time sheet to make sure it moved into the correct status