

Time & Labor Exception Messages

Below are the delivered Exception ID's you may see when entering time through time and labor.

Note: Comp Time refers to an employee's Overtime Bank balance
 TRC = Time Reporting Code is the code used when entering earnings or leave time.
 Severity of H = High; Severity of L = Low (allowable)

Exception ID	Description	Issue	Resolution	Fixed By	Severity
TLX00001	Invalid Comp Time TRC/Balance	An invalid bank time transaction has been created; entries that result in a balance higher than the maximum allowed, or lower than minimum allowed (zero).	Change the time entry to correct the situation after reviewing the balance available.	Employee	H
TLX00010	Invalid Leave Time Taken	Occurs when a leave of absence is taken in excess of their available balance. The employee is not enrolled in the plan or the entry resulted in an invalid balance.	<p>The type of leave time will determine if the employee or supervisor is able to make the corrections, as the employee is limited to viewing only specific leave types.</p> <p>Confirm the current balance by referring to your balance on the timesheet page, any hours in excess of the balance would need to be changed to Vacation or Leave Without Pay.</p> <p>If it is believed that there is an error with the leave time balance, contact your Supervisor to investigate.</p>	Employee or Supervisor	H

Exception ID	Description	Issue	Resolution	Fixed By	Severity
TLX00030	Inactive Time Reporter	Occurs when time is entered and the employees Time Reporter Status on job is set to Inactive	<ul style="list-style-type: none"> - May require a job extension, or - Hours to be removed, or - If entered onto a wrong date, moved to the correct date. 	Timekeeper	H
TLX00110	Invalid Combo Code	Occurs when a combination code is entered that is no longer active.	Combination code removed or different code entered	Employee	H
TLX00120	Invalid HR Business Unit	Verify that the Business Unit reported is valid.	Update the business unit to a valid value.	Employee	H
TLX00420	Invalid TRC	Occurs when a Time reporting code is used that is no longer active	Code would need to be corrected to active TRC	Employee	H
TLX00440	TRC is not in TRC program	Occurs when the employees job record has changed, where hours were previously entered but are no longer associated with the current employee type	Depending on the situation, you may need to either correct the TRC or remove the hours. If you have further questions or concerns, contact Human Resource Services.	Employee	H
TLX00450	Quantity exceeds TRC limits	Occurs when hours are entered in excess of daily maximum	Hours need to be corrected	Employee	H
TLX01540	More than 24 hours reported	Occurs where system has calculated totals to factor > 24 hours, which exceeds a normal day.	Hours need to be corrected.	Employee	H
TLX01590	Cannot report Override Rate	Occurs when a non- allowable override is used in time and labor	Override to be removed	Timekeeper or Supervisor	H
TLX1600	Invalid Time Reporter	Occurs when an Invalid time reporter is selected; primarily someone who is not enrolled and active in time reporter data.	Contact HR to have time reporter updated.	Human Resource Services	H

Exception ID	Description	Issue	Resolution	Fixed By	Severity
UAEX_001	Override Rate not allowed	An override rate is not valid for this TRC	Remove the override rate or choose a different TRC	Timekeeper or Supervisor	H
UAEX_002	Compassionate Leave available	Discretionary compassionate leave used only when the special leave balance has been fully used up. Enter either: <u>TRC 830</u> - Special Leave, Compassionate Leave for salary employees, or <u>TRC 812</u> - Compassionate Leave - Positive for hourly employees.	This code can only be entered by supervisors or timekeepers, and cannot be entered unless an employee has exhausted their entire special leave balance.	Timekeeper or Supervisor	H
UAEX_03G	Casual illness > 3 Days (General illness)	Occurs when Employees eligible for general illness have entered more than 3 consecutive days of casual illness	Employee to change time to general illness code and resubmit. (will trigger Doctor's note exception)	Employee	L
UAEX_03D	Casual ill > 3 Days (Doc Note)	For employees who have entered 3 or more consecutive days of casual illness (not eligible for general illness)	Doctor's note to be provided then Supervisor can allow. If no note provided, time to be removed	Timekeeper or Supervisor	L