# TM-07 Common Time Evaluation Warning and Error Messages

## Purpose

The purpose of this job aid is to provide a list of evaluation warning and error messages along with the text of the message, a description, and corrective action if applicable.

| Message | Text | Description | Corrective Action |
|---|---|---|---|
| 0 | Employee at work although OFF | Not Applicable | Not Applicable |
| 1 | Employee not at work | Not Applicable | Not Applicable |
| 2 | At work despite full-day absence | Leave has been recorded according to target hours and other time entry has also been recorded. | Investigate if the employee has recorded On Call, Call Back, Time Worked, etc. that would explain why this message occurs. |
| A9 | 50% not reached no longevity calc | There is not enough time entry to earn service credit for that month. | Check to see if there is missing time entry that would apply for the month. |
| B1 | Not eligible for night premium | The employee's position is not set up to receive this premium. | Check to see if the Position Settings in PO13 are accurate. |
| B2 | Absence entered on Holiday | Leave has been recorded on a designated Holiday. | If the Holiday has not been used, change the time entry to 9000 as the system will convert the Holiday-to-Holiday Comp. |

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| B3 | Education emp not on ED calendar | Employees who are educators and have a Personnel Subarea that is not ED. | Verify if the employee's Personnel Subarea should be changed to an ED calendar. |
| B5 | Not eligible for evening premium | The employee's position is not set up to receive this premium. | Check to see if the Position Settings in PO13 are accurate. |
| B6 | Not eligible for weekend premium | The employee's position is not set up to receive this premium. | Check to see if the Position Settings in PO13 are accurate. |
| B7 | Minimum reqd hrs not recorded | The employee's total time entry is below the target hours. | Not Applicable |
| B9 | 50% not reached no leave accrual | There is not enough time entry to earn sick and vacation leave accruals for that month. | Not Applicable |
| C0 | Not Eligible for On Call Accrual | The employee's position is not set up to receive this premium. | Check to see if the Position Settings in PO13 are accurate. |
| C2 | Work Time Recorded - EE on LOA | Error Message<br>Only Leave should be recorded for the duration of the Leave of Absence. | Change the Time Worked while the employee is on LOA or process a Reinstatement Action if the time entry is correct. |
| C4 | EE not eligible for Hol Comp IT2013 | The employee's position is not set up to receive this premium. | Check to see if the Position Settings in PO13 are accurate. |
| C5 | EE not eligible for OT Comp IT2013 | The employee's position is not set up to receive this premium. | Check to see if the Position Settings in PO13 are accurate. |

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| C6 | Hours w/Flex Lv > 40 | Error Message<br>Flex Furlough Leave cannot be offset where target hours are exceeded. | Enter Time Worked first and use Leave to fill in the gap between actual hours worked and target hours. |
| C7 | YTD Total Flex Lv > 10 | Error Message<br>Flex Furlough Leave cannot be coded for more than the 10 hours. | Change time entry to another type of Leave. |
| C8 | EE must be S-FLSA for Gap Comp Hrs | Employee not eligible for Gap Hours OT Compensation | Check to see if the Position Settings in PO13 are accurate. |
| C9 | EE not eligible for IT 2013 for Q21 | Employee not eligible for Gap Hours OT Compensation | Check to see if the Position Settings in PO13 are accurate. |
| D3 | 2008 AW Balance aged 1/2/09 | The system has aged out balances of Adverse Weather | Please see Job Aid on Recovering Liability Leave Owed. |
| D4 | A/A 9512 keyed, but no AW Liability | The coding of Adverse Weather make-up is not needed as all Adverse Weather has been recovered. | Change 9512 to 9500 Time Worked. |
| D5 | Not all 9545 resulted in Liability | Time entry exceeds target hours and included Adverse Weather | Enter Time Worked first and use Adverse Weather Leave to fill in the gap between actual hours worked and target hours. |

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| D6 | Hours w/Special Leave > Expected | Error Message<br>Time entry for Special Leave exceeds the expected number of hours. | Change time entry to another type of Leave. |
| D7 | Total Special Leave > Allowed Amt | Error Message<br>Time entry for Special Leave exceeds the total amount allowed. | Change time entry to another type of Leave. |
| E6 | Advanced Vacation Liability Exists | Error Message<br>Employee has an Advanced Vacation Owed liability at end of calendar year | Please see Job Aid on how to recover Advanced Leave liabilities using IT2012 |
| E7 | Advanced Sick Liability Exists | Error Message<br>Employee has an Advanced Sick Owed liability at end of calendar year | Please see Job Aid on how to recover Advanced Leave liabilities using IT2012 |

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| | | Error Message | |
| E8 | Att/Abs not allowed w/ IP >7/1/13 | The only A/A codes that can be recorded when an EE is on an IP Action are A/A 9690 and A/A 9300 (if a holiday occurs during the action period). | Time types outside of 9690 or 9300 need to be removed. |
| | | Error Message | |
| F1 | WSR & Negative Time Not Allowed | Employee is Negative Time Recording and is not on a D01N08GN Work Schedule Rule. | The WSR must be updated to D01N08GN or changed to Positive Time Recording. |
| | | Error Message | |
| F5 | Parental Lv Check < 9/1/19 | Employee is not eligible for Parental Leave prior to 9/1/2019 | Manage the IT2013 date for the impacted quota |
| | | Error Message | |
| F7 | CDE Time Worked Not Allowed | Employee is not eligible for CDE Worked for this date/period. | Modify A/A codes and/or date of use |

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| F8 | Negative Time and CDE Worked Not Allowed | Error Message<br>Employee is Negative Time Recording and has used CDE Time Worked | The Time Management Status must be changed to Positive Time Recording |
| G1 | Personal Observance Lv not allowed | Error Message<br>Agency does not participate in Personal Observance leave. EE is not eligible for Personal Observance Leave. | Modify A/A Code and remove entitlement from Quota 71 via IT2013 |
| G2 | Subj EE Ineligible for IT2012-ZLOT | Error Message<br>Employee must be exempt from FLSA, this Infotype limits OT compensation to 80 hrs. | Remove/delimit IT2012 -ZLOT or modify the Employee PSG if incorrect. |
| G3 | G3- All POL Hrs. must be used in 1 day | Error Message<br>OSHR Policy mandates the total amount of Personal Observance Leave awarded to an employee must be utilized in one work shift. | Modify A/A Code or Hrs. Used for POL. Due to policy POL hrs. will not offset if more hours are recorded than needed to meet required hours. |

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| G5 | EE is not eligible for PTO ERHA | Agency does not participate in PTO EHRA Personal Lv, only NCSSM EE are eligible for PTO EHRA Personal Lv | Modify AA code or Hrs. used for PTO and remove Quota 30 hrs. via IT2013 |
| G6 | 7 Day OT & Rotating WSR not allowed | Error Message<br>EE may not be on a 7 Day working week and rotating WSR combination | Change IT0007 working week to 14 or 28 day or change WSR to 7 day |
| L1 | Liability Leave Balanced with AL | Liability has been successfully recovered with Approved Leave. | Not Applicable |
| L2 | Adv Wthr not completely balanced | The creation of a 2012 to recover Adverse Weather Liability has not recovered the required amount of time. | Change the IT2012 to recover the full amount that is due. |
| L3 | Cannot Recover all Liab Lv with AL | There is not enough Leave in the 9000 Approved Leave Hierarchy to recover the Liability | Please see Job Aid on how to recover Adverse Weather Liabilities and use LWOP. |
| L4 | Liability Lv Recovered with LWOP | Adverse Weather has been successfully recovered with LWOP. | Not Applicable |
| L5 | Adv Sick Recovered with LWOP | Advanced Sick has been successfully recovered with LWOP. | Not Applicable |

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| L6 | Adv Vacation Recovered with LWOP | Advanced Vacation has been successfully recovered with LWOP. | Not Applicable |
| LA | AW Lv Recorded & Comp Lv Available | Employee has comp Leave available on a day in which Adverse Weather Leave (A/A 9545) has been recorded. | The A/A 9545 entry should be changed to consume all, or a reminder of, the employee's Comp Leave balance.<br><br>See Help Bulletin: PT_ERL00 – Liability Leave Messages for Policy Changes Effective 1/1/2015 |
| LB | EE on LOA w/ Liability | Employee has a Z3 (LOA) action and has a liability leave balance | See Help Bulletin: PT_ERL00 – Liability Leave Messages for Policy Changes Effective 1/1/2015 |
| Z7 | Hol Lv moved to Hol Comp | Holiday Leave has moved to Holiday Comp because it has aged out OR Time Worked/Leave has been recorded on that day. | Not Applicable |
| ZD | Positive time - Hours not entered | The system is looking for time entry on this day. | This is not a problem as long as the target hours for the OT Pay Period have been entered. |
| ZE | Part-time must be positive time | Employee is part-time and set at negative time recording status. | Change this employee to positive time recording. |

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| ZF | Mid-period change to FLEX | The Work Schedule Rule was changed from a GN to an FX schedule resulting in a different number of days that are calculated for longevity and leave accruals for the month. | Check to ensure that Leave accruals have not been impacted by this change. |
| ZG | Mid-period change from FLEX | The Work Schedule Rule was changed from an FX to a GN schedule resulting in a different number of days that are calculated for longevity and leave accruals for the month. | Not Applicable |
| ZH | Mid-per change of work - actual pay | An IT2012 Time Transfer has been set to change how an employee is paid to only paying for recorded hours. | Not Applicable |
| ZI | Hours with LWOP exceed 40 | Error Message<br>Recorded hours for the week have exceeded required work hours and include Leave Without Pay (LWOP). | Record total hours worked first and then use LWOP to fill in the difference between actual and required work hours for the OT period (work week) |
| ZL | Change 9300 to 9000, hol worked | The Holiday has been converted to Holiday Comp because Time Worked or Leave has been recorded on the Holiday. | Change 9300 to 9000 |
| ZM | Timing of absence entries required | A usage of Leave has occurred in which the Leave to be used has not yet accrued | Not Applicable |

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| ZQ | Set 9005 on position; EE not elig | Employee not eligible for OT Compensation | Check to see if the Position Settings in PO13 are accurate. |
| ZV | Must Reconcile Adv. Vac. Liability | Error Message<br>Employee has an Advanced Vacation Owed liability at end of calendar year | Record an IT2012, Time Transfer Specification to recover the Advanced Vacation Liability. Use Subtype ZAVL, Makeup Adv Vac w/LWOP. |
| ZW | Must Reconcile Leave Liability | Error Message<br>The time period for Leave make up has expired | Use the Job Aid on how to recover Leave Liabilities. |
| ZX | Must Reconcile Adv. Sick Liability | Error Message<br>Employee has an Advanced Sick Owed liability at end of calendar year | Record an IT2012, Time Transfer Specification to recover the Advanced Sick Liability. Use Subtype ZASL, Makeup Adv Sick w/LWOP. |

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