COMMON TIME EVALUATION WARNING & ERROR MESSAGES

JOB AID TM-7

TM

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.
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

Message	Text	Description	Corrective Action
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** 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.
C6	Hours w/Flex Lv > 40	**Error Message** 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** 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.

Message	Text	Description	Corrective Action
D6	Hours w/Special Leave > Expected	**Error Message** 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** 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** 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** 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
F1	WSR & Negative Time Not Allowed	**Error Message** 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.
F5	Parental Lv Check < 9/1/19	**Error Message** Employee is not eligible for Parental Leave prior to 9/1/2019	Manage the IT2013 date for the impacted quota
F7	CDE Time Worked Not Allowed	**Error Message** Employee is not eligible for CDE Worked for this date/period.	Modify A/A codes and/or date of use
F8	Negative Time and CDE Worked Not Allowed	**Error Message** Employee is Negative Time Recording and has used CDE Time Worked	The Time Management Status must be changed to Positive Time Recording

Message	Text	Description	Corrective Action
G1	Personal Observance Lv not allowed	**Error Message** 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** 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** 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.
G5	EE is not eligible for PTO ERHA	**Error Message** 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** 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.

Message	Text	Description	Corrective Action
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
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. 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.
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

Message	Text	Description	Corrective Action
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** 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
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** 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** 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** 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.

North Carolina Office of the State Controller