

Error	Description	How to Avoid this Error in The Future	Employee/Manager Action	Payroll/Timekeeping Action
<p>Scheduled work hrs. not fully accounted</p> <p>Meaning: The employee did not complete the weekly scheduled hours</p>	<p>All employees have a set number of hours they are expected to complete in a week. The majority of employees also have a set schedule or shift identifying when they are expected to be working each day. Any hours worked outside of these schedules are to be properly accounted for with the use of TRC (Time Reporting Code).</p>	<ul style="list-style-type: none"> Employees should ensure they have accounted for every minute in their shift, having added it up and applied the proper TRC for time not physically worked. Managers should review the employees' time to ensure accuracy and that the entire schedule is present and properly coded to reflect a complete schedule. Managers should consult with employees where discrepancies are present to rectify prior to approval 	<ul style="list-style-type: none"> Add up the hours worked in the week (do not include meal periods) Compare that to the scheduled work hours. You will find there is a discrepancy (less hours worked than scheduled). Submit a change form if an adjustment to time or TRC is required. If not, expect Timekeeping action 	<ul style="list-style-type: none"> Apply leave balances to make up the hours not accounted for. Leave balances applied in this order: <ul style="list-style-type: none"> Unscheduled Annual Comp Earned Vested Annual Vested Comp When all balances are exhausted, the hours will be charged to "without pay" Notification sent to employee
<p>Excess hrs. worked not coded</p> <p>Meaning: The employee worked more hours than scheduled and has not properly coded it for payment</p>	<p>All employees have a set number of hours they are expected to complete in a week. The majority of employees also have a set schedule or shift identifying when they are expected to be working each day. Any hours worked outside of these schedules are to be properly accounted for with the use of TRC.</p>	<ul style="list-style-type: none"> Employees should ensure they have applied the proper TRCs to any additional time worked. Managers should review the employees time to ensure accuracy and that the entire schedule is present and properly coded to reflect a complete schedule and any approved additional time worked. Managers should consult with employees where discrepancies are present to rectify prior to approval 	<ul style="list-style-type: none"> Add up the hours worked in the week (do not include meal periods) Compare that to the scheduled work hours. You will find there is a discrepancy (more hours worked than scheduled). Submit a change form if an adjustment to time or TRC is required. If not, expect Timekeeping action 	<ul style="list-style-type: none"> Remove time in excess of scheduled hours Notification sent to employee

**Insufficient
balance for sick
time – code 50**

Meaning: Employee is attempting to use sick leave balances for an *unscheduled* sick day, that is not available for use

The employee does not have enough sick leave balance to cover these hours

- Employees should check sick leave balances prior to applying them to the time record
- Managers should check employees sick leave balances prior to approving a time record that has sick leave balances applied.

- *Due to the nature of this error, no action is required from the employee*

- Apply other available leave balances to cover the insufficient balance. Leave balances applied in this order:
 - Sick
 - Comp Earned
 - Vested Sick
 - Annual
 - Vested Annual
- When all balances are exhausted, the hours will be charged to “without pay”
- Notification sent to employee

**Insufficient
balance for
term/leave sep –
code 36**

Meaning: The time record contains TRC-36 which is a code applied when an employee has been termed with pay.

The termed employee does not have enough leave balances to cover these hours

- Manager is to ensure all outstanding time records are submitted and approved for all time worked prior to and through employees’ last day worked
- Managers should check employees leave balances prior to approving a time record that has leave balances applied.
- Notify HR of change in employees’ status

- *Manager is to ensure all outstanding time records are submitted and approved for all time worked prior to and through employees’ last day worked*
- *If you have not already informed HR of this employees’ status, please do so immediately*

- Once all time records are approved, a work up is prepared to inform HR of the employees last day on payroll

**Insufficient
balance for sick
time – code 03**

Meaning: Employee is attempting to use sick leave balances that is not available for use

The employee does not have enough sick leave balance to cover these hours

- Employees should check sick leave balances prior to applying them to the time record
- Managers should check employees sick leave balances prior to approving a time record that has sick leave balances applied.
- Managers should consult with employees where discrepancies are present to rectify prior to approval

- *Due to the nature of this error, no action is required from the employee*

- Apply other available leave balances to cover the insufficient balance. Leave balances applied in this order:
 - Sick
 - Comp Earned
 - Vested Sick
 - Annual
 - Vested Annual
- When all balances are exhausted, the hours will be charged to “without pay”

				<ul style="list-style-type: none"> Notification sent to employee
<p>TK Code same on consecutive timesheet lines</p> <p><i>Meaning: Employee has consecutive lines on the time record where a code is not present</i></p>	<p>The employee has added a line to a shift on the time record, but has not selected an applicable TRC for the line.</p>	<ul style="list-style-type: none"> Employees should ensure they have accounted for every minute in their shift, and apply all necessary TRCs to indicate where to charge the hours. Managers should review the employees time record to ensure they have accounted for every minute in their shift, and applied all necessary TRCs to indicate where to charge the hours. Managers should consult with employees where discrepancies are present to rectify prior to approval 	<ul style="list-style-type: none"> Review time record and add up the hours worked in the week (do not include meal periods) Apply a TRC if necessary to any shift with additional lines Submit a change form if an adjustment to time or TRC is required. If not, expect Timekeeping action 	<ul style="list-style-type: none"> Request a change form to identify the missing TRC
<p>Insufficient balance for annual – code 02</p> <p><i>Meaning: Employee is attempting to use annual leave balances that is not available for use</i></p>	<p>The employee does not have enough annual leave balance to cover these hours</p>	<ul style="list-style-type: none"> Employees should check annual leave balances prior to applying them to the time record Managers should check employees annual leave balances prior to approving a time record that has annual leave balances applied Managers should consult with employees where discrepancies are present to rectify prior to approval 	<ul style="list-style-type: none"> Identify the day(s) the annual leave balance was used Check leave balances in WTE Submit a change form if an adjustment to time or TRC is required. If not, expect Timekeeping action 	<ul style="list-style-type: none"> Apply other available leave balances to cover the insufficient balance. Leave balances applied in this order: <ul style="list-style-type: none"> - Annual - Comp Earned - Vested Annual - Vested Comp When all balances are exhausted, the hours will be charged to “without pay” Notification sent to employee
<p>Time code not found for late arrival</p> <p><i>Meaning: Employee is signing in after scheduled start time</i></p>	<p>This error code indicates an employee has a shift change that starts after their regularly scheduled start time</p>	<ul style="list-style-type: none"> Employees should use TRC-13 if they have a shift change that starts after their regularly scheduled start time Managers should check that the employee has applied proper TRC to the time record Managers should consult with employees where discrepancies are present to rectify prior to approval 	<ul style="list-style-type: none"> <i>Due to the nature of this error, no action is required from the employee</i> 	<ul style="list-style-type: none"> Apply TRC-13 to the day(s) when the employee signed in after scheduled start time and completed their shift

**From/To time
unreadable
optic/scanner**

**Meaning: The
employee signed in
and failed to sign out
(or vice versa)
producing an error**

Time records have been submitted without a sign "in" or sign "out" time. This causes and error because the system is looking for both an "in" and "out" time to calculate the hours worked

- Employees should ensure they have a sign "in" and "out" for each shift on their time record.
- Managers should review that employees have a sign "in" and "out" for each shift on their time record
- Managers should consult with employees where discrepancies are present to rectify prior to approval
- Identify the day(s) where there is a missing "in" or "out" time
- Submit a [change form](#) to adjust the time. If not, expect Timekeeping action
- Request a change form to identify the missing time