Warning/Error Messages

The following are warning and error messages received when saving a timecard with an incorrect coding.

1. Holiday hours cannot be recorded on a non-University or legal holiday: 26-May-2020. This is an error and the employee must correct the timecard. University holiday dates are coded in blue.

2. You have exceeded 40 hours of actual time worked and will need to code the hours over 40 as Overtime or Comp Time Earned (if eligible) unless any of the hours are exempt from overtime. This is a warning to correct the timecard before submitting. A rare exception could be a full time employee also working a second assignment as a Dome temporary employee.

3. You have exceeded 40 hours of paid time (includes leave time) and will need to code the hours over 40 as Addl Regular Over 40. This is a warning to correct the timecard before submitting.

4. Overtime can only be recorded after you’ve actually worked over 40 hours. You currently have xx hours actually worked. This is a warning to correct the timecard before submitting.

5. Comp Time Earned can only be recorded after you’ve actually worked over 40 hours. You currently have xx hours actually worked. This is a warning to correct the timecard before submitting.

6. You have not recorded any hours on this timecard. Do not submit timecards for weeks not worked. This error message is for student timecards only. Student employees may create a timecard with no hours but cannot save or submit a timecard with no hours coded.