SSTL Timecard Error Messages

Listed below are some common error messages you may encounter and what you need to do to fix the error. Error messages will appear in **bold** on the timecard.

**Hrs – Need Assignment**
Choose the correct assignment from the drop-down list for the Assignment/Manager field. You must always select your assignment number (which will be followed by your manager's last name) for hours worked or leave taken, even if you have only one assignment and manager.

**Hrs – Need Hours Type**
Choose the correct hours type (hours worked or the type of leave taken) from the drop-down list for the Hours Type field.

**Holiday Hours are defaulted from your assignment you cannot change these hours. If you feel this is an error, please contact HR.**
Do not touch or alter the holiday hours on the timecard. If the hours are removed, altered or deleted, you must delete the timecard and enter a new timecard.

**Start – The time format that you have used is incorrect based on your Oracle Time and Labor preference. Enter your time in the correct format.**
The correct time format is HH:MM AM or PM (example: 07:00 AM).

**Stop – The time format that you have used is incorrect based on your Oracle Time and Labor preference. Enter your time in the correct format.**
The correct time format is HH:MM AM or PM (example: 07:00 AM).

**Entry of Premium Hours is not allowed. Enter Hours Worked. The system will calculate Premium Hours.**
Premium time (straight overtime, time and a half overtime, etc.) will be calculated automatically by the system. Enter the actual number of hours worked.

**Time/hours entered must be consistent for all entries in a day.**
Enter Start and Stop times or number of hours worked (not both) on a day, or remove the line. Start and Stop times should only be entered by employees working shift hours.

**Stop – This time overlaps with another entry**
Correct the Start and Stop time hours where hours overlap, or remove line.

**Hrs – You are not permitted to enter negative hours. Please specify an hour value that is greater than zero.**
Enter an hour value that is greater than zero. Zero can be entered if you are entering eight hours of leave for a day, but it is not necessary – you can leave the field blank.

**You do not enter time, cancel out of form.**
Only non-exempt salaried staff employees with annual salary and hourly employees with hourly salary enter their time in SSTL. Exempt staff salaried employees use SSTL to record leave taken only, and when they do not use leave, they submit a blank timecard. Salaried faculty and professional research staff who are salaried or paid on a goal payment do not submit time through SSTL.

**You have entered some time information without associating any time with that information. Enter some time for this information, or remove it.**
Enter Start and Stop time or Hours Worked, or remove the line.
You cannot submit an unchanged timecard. Modify the timecard, for example by adding or updating a comment, and try again. If other error messages are displayed, correct those errors and resubmit the timecard.

If a timecard is rejected, you must make a change to resubmit it. If there are no changes to the hours or leave, enter a comment (or change an existing comment) and resubmit.

Hrs – Leave Type selected requires additional information in the Comments box.
This warning message will appear if you save or continue a timecard with a leave type selected that requires a comment, but you haven’t entered a comment. Enter the required comment in the comments field.

Hrs – Error occurred while validating Earning Policy.
If you have a primary goal pay assignment as well as other active wage assignments, this error message will appear when you enter your timecard for the Wage assignment. This is because the goal pay assignment is marked as primary, and goal pay assignments do not have associated earnings policies. If you receive this error, ask your HRMS Specialist to change the hourly assignment as the primary.

Error: The following time entry rule has been violated (Not Enough Holiday Hours Entered.)
You will receive this error when you change or remove the pre-populated holiday hours. If you work on a holiday, enter the hours in the hours worked column and do not alter or remove the pre-populated holiday hours. If you remove, alter, or delete holiday hours, you must delete the timecard and start over.

Error: The following time entry rule has been violated (Insufficient Hours Entered.)
You will receive this error if the number of hours per week is less than the goal hours. For a full-time employee, each week must equal 40 hours.

Error: The following time entry rule has been violated (More Leave than normal hours.)
You will receive this error if the amount of hours and leave you entered are more than the amount an exempt or non-exempt employee is required to work in a week.

My manager approved my timecard but it still says submitted or working.
To ensure the manager successfully approved your timecard, you can run the PAY Unapproved Timecards Report.

Warning: You are submitting a blank timecard, are you sure?
This warning is expected. There is a disclaimer on both of the forms you see while submitting your timecard that states: “Exempt employees: By submitting a blank timecard, you are certifying that you have worked all standard hours in the pay period.” Select Continue>Submit to submit the timecard. Do not select any drop-downs (such as hours type, manager, etc.) or any other entries while submitting a blank timecard.

The hours type column does not show the amount of leave hours the employee actually has.
This is a browser dependent problem. The browser is truncating the information in the drop-down to fit a width that the browser has chosen. We do not know what browser settings might allow a user to control that.

I cannot find my supervisor when trying to submit my wages.
If no pay (payroll charges) is charged to an assignment after 12 bi-weekly pay cycles, there is a process that will automatically change the payroll field from Bi-weekly to Inactive Payroll. If the assignment displays the payroll as Inactive Payroll, you will not find your supervisor when trying to submit a timecard. The department HRMS Specialist must update the payroll to Bi-weekly on the first day of a pay cycle that you expect pay.

Today is my last day of employment and I cannot create a timecard.
The Integrated System will not allow employees to create a timecard on their last day of employment. The HRMS Timekeeper should enter your time and leave on your behalf.