

Time and Labor Exceptions

Exception	Description	Rule	Allowable	Cause	Resolution	Severity
VX9001	Reported Hours < Scheduled Hrs	RPTD<SCHED	Yes	Employee's hours on timesheets are less than their scheduled hours. This may be a result of the timesheet being incomplete or leave requests have not been loaded from AM.	All Payable time hours should be entered on the timesheet for that period. The approved leave request hours also have to be loaded to the timesheets. Allow the exception if hours are correct.	Medium
VX9002	Hours Worked Greater Than 24	HOURS_OVER 24	Yes	Employee has more than 24 hours in a day.	Correct the timesheet or allow it if the hours are correct. An example of this would be leave payout.	High
VX9004	Comp Time Required on Holiday	COMP_TIME	Yes	The employee did not report holiday on their timesheet.	Correct the timesheet to add the holiday or allow the exception.	High
VX9005	Overtime Required	N/A	Yes	Employee must report overtime.	When an employee reports more than 40 working hours in a week, they must report overtime.	High
VX9006	Late In Punch	LATE_IN	Yes	Employee punched in 5 minutes or more after their scheduled In punch.	Correct the timesheet or allow the exception.	High
VX9007	Late Out Punch	LATE_OUT	Yes	Employee punched out 5 minutes or more after their scheduled "Out" punch.	Correct the timesheet or allow the exception.	High
VX9008	Missing Punch Type	ODD_PUNCH	Yes	Employee is missing a punch for the day.	Correct the timesheet.	High
VX9009	Warning - 1200 Hour Limit	1500_HOURS	Yes	Wage employee has reached 1200 hours since their anniversary date.	This is just a warning. You can allow the exception so that it no longer appears in the list.	Medium

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VX9010	1500 Hour Limit Reached	1500_HOURS	Yes	Wage employee has reached 1500 hours since their anniversary date.	Correct the timesheet or allow the exception.	High
VX9011	Quasi Full-Time Hrs Incorrect	QUASI_PT	Yes	A Quasi full-time employee who works 12 months doesn't report between 32 and 39.9 hours in their workweek.	Correct the timesheet.	High
VX9012	Perm Part-Time Hrs Incorrect	QUASI_PT	Yes	A permanent part-time employee who works 12 months doesn't report between 20 and 31.9 hours in their workweek.	Correct the timesheet.	High
VX9013	Work-Study Auth Amt Exceeded	WORKSTUDY	Yes	The work study employee has exceeded their approved amount in the SIS system.	Contact financial aid to increase authorized work-study amount. If employee is not federal work-study, contact HR.	High
VX9014	9,10,11 month Quasi <> 40 hrs	QUASI_PT	No	A Quasi full time employee who works 9, 10 or 11 months doesn't report 40 hours per work week.	Correct the timesheet.	High
VX9015	9,10,11 month part-time > 32 hrs	QUASI_PT	No	A permanent part-time employee who works 9, 10 or 11 months doesn't report less than 32 hours per work week.	Correct the timesheet.	High
VX9016	Lunch Punch Without Out Punch		Yes	A punch time employee reported a Lunch without an Out punch on the same day.	This employee has reported an odd number of punches. They must correct their timesheet in order to be paid for this day.	High

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TLX00030	Inactive Time Reporter Status		No	Time Reporter Status is Inactive and cannot be processed by Time Administration.	Update the Time Reporter Status to Active if processing time for this Time Reporter is needed.	High
TLX00440	TRC is not in TRC Program		No	The Time Reporter's TRC Program is not associated with the reported TRC as of this date: XX		High
TLX00830	Invalid Reported Taskgroup		No	The Time Reporter's Department ID is invalid with the reported Taskgroup: PSNONCATSK	The Commitment Accounting Flag on the reported Taskgroup is not consistent with the Use_Distribution_Flag on the Time Reporter's Department.	High
TLX01560	QTY cannot be zero		No	The employee has entered a zero value for the Time Reported Quantity	Timesheet must be corrected by removing zero(s). The field must reflect positive hours (greater than zero) or be left blank.	High
TLX01600	Invalid Time Reporter		No	Time Reporter is not enrolled in Time and Labor as of this date.	The reported time is not valid for this date, as the date of reported time is earlier than the Time and Labor enrollment date.	High
TLX01700	Full Absence & Reported time		No	Time is reported for Full day Absence.	Time is reported for Full day Absence.	Low