



End User – Timesheet Exceptions_Manager/Timekeeper Use

What is a Timesheet Exception?

- Exceptions are generated when time is reported and either an element about the time is incorrect, or the time does not comply with a rule that has been defined in the system. For example, a new hire cannot use vacation time until they have completed six months of employment.
- Exceptions are generated when an employee submits their time. Exceptions can also be created when a supervisor approves the time or an eLeave request without first reviewing the information to ensure accuracy.
- Exceptions can range from the obvious example of someone missing a punch, to the less obvious examples of someone having an invalid Comp Time TRC/Balance error.

Why is it Important to Clear an Exception?

- When an exception appears on the timesheet it prevents the system from processing the timesheet data accurately, including the calculation of compensatory time. This can lead to many issues down the line, including an employee going unpaid.
- Exceptions can build upon each other. Meaning one exception can lead to another and another. When this happens, it's important to clear the first exception in time as it may end up clearing subsequent exceptions.



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Common Timesheet Exceptions

Exception ID	Exception	Description	How to Clear Exception
TLX00001	Invalid Comp Time TRC/Balance	<p>1: TRC not in the Time Reporters Comp Plan. Check Comp Plan Assignment.</p> <p>2: TRC not in the Time Reporters TRC Program.</p> <p>3: Comp Time balance is below Max Negative Hours Allowed on Comp Plan, or below zero if going negative is not allowed.</p> <p>4: Comp Time balance exceeds Max Positive Hours Allowed on Comp Plan.</p>	<p>Contact Time and Labor: timeandlabor@untsystem.edu</p> <ul style="list-style-type: none"> • Provide Employee’s ID • Date of the Exception • Screenshot of Error.
TLX00010	Invalid Leave Time Taken	<p>1: TRC not mapped to an NA Earnings Code defined with Hours Taken accrual.</p> <p>2: Time Reporter not enrolled in the Leave Plan as of date reported.</p> <p>3: Leave Balance is less than the limit allowed for the Plan.</p>	<p>1: Contact Time and Labor: timeandlabor@untsystem.edu</p> <ul style="list-style-type: none"> • Provide Employee’s ID • Date of the Exception • Screenshot of Error. <p>2: Contact Time and Labor: timeandlabor@untsystem.edu</p> <ul style="list-style-type: none"> • Provide Employee’s ID • Date of the Exception • Screenshot of Error. <p>3: Replace the leave type with a different leave code.</p> <ul style="list-style-type: none"> • Cancel the original leave request and resubmit request with new leave code.
TLX00420	Invalid TRC	Time Reporting Code XXXX is not valid for the date reported.	<p>Contact Time and Labor: timeandlabor@untsystem.edu</p> <ul style="list-style-type: none"> • Provide Employee’s ID • Date of the Exception • Screenshot of Error.



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TLX00440	TRC is not in TRC Program	The TRC that has been reported is not associated with the Time Reporter's TRC Program as of the date reported.	Contact Time and Labor: timeandlabor@untsystem.edu <ul style="list-style-type: none"> • Provide Employee's ID • Date of the Exception • Screenshot of Error.
TLX00450	Quantity exceeds TRC limits	The quantity reported is outside the limits specified by the Minimum and Maximum quantity on the TRC table.	Review Timesheet to review the full day of entries. Sometimes there could be multiple exceptions on one day, such as a missed punch. Correct the hours to reflect the correct hours worked in the day. Otherwise, Contact Time and Labor: timeandlabor@untsystem.edu <ul style="list-style-type: none"> • Provide Employee's ID • Date of the Exception • Screenshot of Error.
TLX01540	More than 24 hours reported	Combined number of hours reported for a sign date exceeds 24.	Review the day with this exception and enter the appropriate punch-in or punch-out time to ensure employee does not have more than 24 hours reported for the day.
TLX01660	Invalid Comp/Leave associated TRC	The TRC reported is associated with compensation / leave indicator and is invalid to use for reporting punch time.	Contact Time and Labor: timeandlabor@untsystem.edu <ul style="list-style-type: none"> • Provide Employee's ID • Date of the Exception • Screenshot of Error.
TLX10064	Invalid Punch Order	Reported punches were in incorrect order. For example, a BREAK punch must be followed by an IN punch, etc.	Review employee's timesheet. Remove the line if there was a double punch. Or correct the punch order reflected for that day.
TLX10065	Missing Punch	The duration for the specified punch is unreasonably long. A punch is assumed to have been missing.	Review employee's timesheet. Correct day by entering the missing punch type that day.



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UNT_HWK	HWK entered on a non-holiday	Holiday Worked TRC entered on a non-holiday.	Review employee’s timesheet and replace HWK with appropriate time reporting code, such as regular hours.
UNT_VAC6	Vacation – 6th Month Wait	This employee has not met the waiting period required before taking vacation. The waiting period is six months or less depending on other service the employee may have that would reduce the waiting period. Only vacation entered after the waiting period has passed will be allowed. The Probation Date on the Employment page is used to indicate the date when the waiting period is over.	Review employee’s timesheet. Navigate to eleave to cancel the vacation eleave request. Replace the cancelled hours with a different eligible leave or DOCK timesheet if there is no eligible leave at time of exception date.