

T&A INVALID TRANSACTION REPORT (P6608R01)

1. ERROR MESSAGE: SCHEDULED HOURS IN SUP AND WORK SCHEDULE ARE NOT EQUAL:

Probable Cause: If the employee is part-time: Number of hours reported on the Master Employee Record (MER) and the Work Schedule must be the same. If the employee does not work the scheduled number of hours, leave or leave without pay must be reported.

How to correct: All work schedules from the date reflecting on the invalid report forward must be changed to match hours authorized on the MER. Verify number of hours reported for each pay period, match those entered in time and attendance screens.

2. ERROR MESSAGE: EMPLOYEE INELIGIBLE FOR TYPE HOUR CODE:

Probable Cause: Supplemental record does not allow that particular type hour code.

How to correct: Review Time and Attendance Eligibility Table in DCPS Manual. Delete and reenter T&A.

3. EMPLOYEE REPORTED MORE HOURS THAN THE TOUR OF DUTY:

Probable Cause: Composite Work Schedule does not match the MER or time in excess of scheduled number of hours has not been properly reported as overtime, credit hours or compensatory time worked.

How to correct: Verify all work schedules. Ensure work schedule matches authorized hours on MER record. Delete work schedules with effective dates that are not at the beginning of a pay period unless the new hire date is a day other than the beginning of the pay period. Add work schedules to match the hours of work authorized on the MER record.

4. TOTAL BASE HOURS ARE LESS THAN TOUR OF DUTY HOURS FOR DAY

Probable Cause: Work schedule and reported T&A do not match.

How to correct: Enter a correct work schedule. Add missing hours on the T&A.

5. T&A – EMPLOYEE STATUS CODE INDICATE TIME SHOULD NOT HAVE BEEN REPORTED

Probable Cause #1: The employee status code in the supplemental record was changed from active (A) to LWOP (L). Erroneous regular hours were reported on T&A.

To Correct: Delete erroneous T&A and reenter the correct type hour code per the supplemental record.

Probable Cause #2: Employee placed in pending separation status (P) in work schedule. Invalid T&A was reported.

To Correct: Delete the “P” work schedule. Delete the erroneously reported T&A. Reenter the “P” work schedule.

Probable Cause #3: Employee separated with retroactive effective date after T&A has been reported.

To Correct: Delete time and attendance for days reported after effective date of separation. If you cannot access employee’s record, contact the Customer Service Desk at your payroll office.

6. EMPLOYEE’S REPORTED SHIFT CODE INVALID

Probable Cause: Shift Code is not compatible with employee type in Master Employee Record.

To Correct: Review acceptable Shift Codes in DCPS Manual, select appropriate code and enter on Work Schedule.

7. CANNOT DETERMINE SHIFT CODE

Probable Cause: Employee graded/ungraded indicator changed. Employee was graded and moved to an ungraded position or ungraded and moved to a graded position. The supplemental record must be verified to determine the correct type hour code to report in T&A. Be aware of retained grade employees and temporary promotions. Grade retention employees are entitled to the pay plan they are retained from. Temporary promoted employees are entitled to the pay plan they are promoted to.

To Correct: Add a new work schedule with the proper shift code per the supplemental record. Note: If the previously reported T&A is incorrect, delete all time and attendance reported while the shift indicator was incorrect. The shift code does not show on the T&A screen but all hours (including leave and overtime) have a shift code when displayed on the history screens. Reenter all T&A with the correct type hour code.

8. EMPLOYEE INELIGIBLE FOR TYPE HOUR CODE.ERR KEY RGU

Probable Cause: Employee graded/ungraded indicator changed. Employee was graded and moved to an ungraded position.

To Correct: Add a work schedule with the proper shift code per the supplemental record. NOTE: The previously reported T&A is incorrect. Delete all time and attendance reported while the shift indicator was incorrect. The shift code does not show on the T&A screen but all hours (including leave and overtime) have a shift code when displayed on the history screens. Reenter all T&A with the correct type hour code.

9. EMPLOYEE INELIGIBLE FOR TYPE HOUR CODE...ERR KEY RFG

Probable Cause: Employee graded/ungraded indicator changed. Employee was an ungraded and moved to a graded position.

To Correct: Add a new work schedule with the proper shift code per the supplemental record. NOTE: The previously reported T&A is incorrect. Delete all time and attendance reported while the shift indicator was incorrect. The shift code does not show on the T&A screen but all hours have a shift code when displayed on the history screens. Reenter all T&A with the correct type hour codes.

*****ALL SUPPLEMENTAL RECORDS AND T&A RECORDS FROM THE DATE OF THE ERROR FORWARD MUST BE REVIEWED AND CORRECTED*****