

Timecard Warnings and Errors

Chapter 7

Timecard Warnings and Errors

Section Objectives

At the end of this section, you should be able to:

- Understand the cause of the most common PRISM TRKS warnings and errors

Timecard Warnings and Errors

To help eliminate payroll errors, certain PRISM TRKS timecard entries will generate warnings or errors

The screenshot shows the PRISM TRKS Timecard interface. At the top, there is a navigation bar with links for Home, Logout, and Preferences. Below this is a header for 'PRISM TRKS Time' and 'Time Record Keeping System'. A red box highlights a warning message: 'Warning: The following time entry rule has been violated (PHR Staff Minimum Week). Review: Student11, Employee C CRP2, 124093'. Below the warning, there are buttons for Cancel, Back, and Submit. The interface also displays the week starting on Sunday, November 08, 2009, and a timecard period of 7 days. Two tables show the hours worked for each day of the week, with a total of 18 hours. The first table is labeled 'Time Detail' and the second is labeled 'Time Detail'.

Hours Type	Sun, Nov 08	Mon, Nov 09	Tue, Nov 10	Wed, Nov 11	Thu, Nov 12	Fri, Nov 13	Sat, Nov 14	Total
E- Hours Worked	Hrs	Hrs 7.5	Hrs 7.5	Hrs 1	Hrs 1	Hrs 1	Hrs	18
	0	7.5	7.5	1	1	1	0	18

Hours Type	Sun, Nov 08	Mon, Nov 09	Tue, Nov 10	Wed, Nov 11	Thu, Nov 12	Fri, Nov 13	Sat, Nov 14	Total
E- Hours Worked	Hrs	Hrs 7.5	Hrs 7.5	Hrs 1	Hrs 1	Hrs 1	Hrs	18
	0	7.5	7.5	1	1	1	0	18

- Warning messages are displayed at the top of the *Timecard* or *Review* page in black or blue text
- Warnings are suggestions to check the timecard to be sure it is correct
- Warnings do not stop the timecard from being submitted

Timecard Warnings and Errors



[Home](#) [Logout](#) [Preferences](#)

Time
[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

Error
 The following time entry rule has been violated (You have entered more than 24 hours on a single day. Please correct your timecard. If you are trying to report hours from prior weeks, please contact your supervisor for assistance.)

Time Entry: Student11, Employee C CRP2, 124093 [Cancel](#) [Save](#) [Continue](#)

[Show Accrual Balances](#)
 Period: [D](#) Comments:
 Template: Exclude Hours Overwrite

Hours Type	Sun, Nov 08	Mon, Nov 09	Tue, Nov 10	Wed, Nov 11	Thu, Nov 12	Fri, Nov 13	Sat, Nov 14	Total	Delete
E- Hours Worked	Hrs <input type="text"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text" value="7.5"/>	Hrs <input type="text"/>	18	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	
	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	Hrs <input type="text"/>	0	

- Error messages are displayed at the top of the *Timecard* or *Review* page in red
- Error messages must be corrected before the *Timecard* can be submitted.



[Home](#) [Logout](#) [Preferences](#)

Time
[Time Entry](#) | [Timecard Search](#) | [Templates](#) | [Create Timecard](#)

Error
 There is no workplan associated with the assignment.

Recent Timecards: Student11, Employee D CRP2, 124153 [Cancel](#) [Save](#) [Continue](#)

- All staff using PRISM TRKS must have *Assignment Time Information* on their PRISM HR/Payroll record
- If the *Assignment Time Information* is missing, the above *Error* will occur when the *Create Timecard* button is pressed

Timecard Errors and Warnings

Common Errors and Warnings

- You cannot enter more than 24 hours on any timecard day
- Full-time exempt staff receive a warning if their timecard totals less than 37.5 hours
- Full-time non-exempt staff receive an error if their timecard totals less than 37.5 hours (40 if on a 40-hour schedule)
- You cannot submit the 'Comp Time Accrued' Hours Type on a timecard. This is reserved for system use.
- You cannot submit more vacation, sick, personal time or compensatory time than the displayed balance

Further Information

The intent of this document is to provide a review of the most commonly required information for the purpose of completing PRISM TRKS timecards. Every effort has been made to keep this document up-to-date. However in all cases, the information cited throughout this document is governed by official University Policies, Procedures, and Staff Handbooks located at <http://www.bc.pitt.edu/policies/>.