TA Exceptions Overview

This Job Aid provides a list of exceptions that could be generated in Cardinal Time & Attendance after the Time Administration process runs.

Once time is submitted online or interfaced to Cardinal, hours are processed by the Time Administration process in an automated batch process that will run multiple times each day.

The Time Administration process checks submitted time against business rules to validate that the time is accurate. The process will generate a variety of exceptions which may require Agencies to take action.

While the TL Supervisor is responsible for ensuring that all exceptions are resolved or allowable before approving the time, TL Administrators should review exceptions to make sure, at a minimum, no high exceptions exist before time is loaded/distributed by payroll.

- No exceptions: Submitted time becomes payable time with no exceptions
- Low or medium severity exceptions: Submitted time becomes payable time with low or medium exceptions
- High severity exceptions: Submitted time does not become payable time with a high severity exception. Once corrected, Time Administration process will clear the exception and the time becomes payable time

Note: Only high severity exceptions prevent processed time from becoming payable time, but all exceptions should be reviewed and corrected.

The list of exceptions provided in this Job Aid is in order of Exception Severity (from Low, Medium, to High) followed by a description of the exception.

Please note:

- Exception IDs beginning with "TLX" are delivered exceptions
- Exception IDs beginning with "V" are custom exceptions

If a delivered exception is generated that is not on the list, contact the TL Administrator for more information.

Table of Contents

Revision History

Revision Date	Summary of Changes
2/27/2023	Baseline

TA Exceptions

Exception ID	Exception Description	Message	Severity	Allowable by Approver
VCALLOUT	Callout Minimum Guarantee	Callout has a daily minimum guarantee. Reported hours are less than the minimum guarantee hours and need to be increased. The minimum guarantee is Company specific.	L	Y
VHRLY90P	Hourly Exceeds 90% Year	The Yearly 1500 Hours Total is within 90% of the Yearly Limit that is defined on Maintain Time Reporter Data - Rule Element 3.	L	Y
VCOMIBU	Commuter BU does not match Job	Timesheet Business Unit does not match Job Business Unit. Commuter Imputed Income will not be processed.	M	Y
VCOMITRC	Commuter TRC missing TRC Pgm	TRC Program is missing the Commuter Imputed Income TRC for the 4th Character value. Contact PPS.	M	Y
VHOLMAX	Holiday Hours exceeds Allowed	The combined Holiday hours (due to Holiday Pay HOL, Holiday No Pay HNP, Holiday Straight Earned HCS, Holiday Straight Pay Extra HOS and No Holiday Pay NHO) exceed the allowed Holiday Prorated Hours based on the employee's Holiday Schedule Day/Hours and the employee's Standard Hours.	M	Y
VINVRE3	Invalid RE3 Default 1500 used	Maintain Time Reporter Data does not have a value defined in Rule Element 3. Validation has been performed using a default value of 1500. Maintain Time Reporter Data should be updated to place a value in Rule Element 3.	M	Y
VINVRE4	Invalid RE4 for Period	Maintain Time Reporter Data - Rule Element 4 value is invalid for the Workgroup.	M	Y

Exception ID	Exception Description	Message	Severity	Allowable by Approver
VINVRE5	Invalid RE5 for Cardinal Leave	Maintain Time Reporter Data - Rule Element 5 must not be blank when: - Cardinal is the Leave System of Record - TRC reported impacts the COMP_LEAVE or OT_LEAVE balance	M	Y
VMAXCTLV	Comp Leave Limit	The Balance for COMP_LEAVE exceeds the allowed limit specified by Maintain Time Reporter Data - Rule Element 5 NNN:xxx where NNN is the allowed Comp Time Leave Limit. Time should be reported as Overtime (Straight Time) to be Paid.	M	Y
VMAXOTLV	Overtime Leave Limit	The Balance for OT_LEAVE exceeds the allowed limit specified by Maintain Time Reporter Data - Rule Element 5 xxx:NNN where NNN is the allowed Overtime Leave Limit. Time should be reported as Overtime (Time and Half) to be Paid.	M	Y
VONCALL	On Call Weekly Limit	When On Call hours are reported, the combined hours for On Call and Callout cannot exceed the Weekly Limit. The Weekly Limit increases during a Holiday Week. When Callout hours exceeds the Weekly Limit, the On Call hours should no longer be reported. The weekly limit is Company specific.	M	Y
VOSGTLMT	OVS Required - Limit exceeded	Straight Time Overtime is required because Regular worked hours exceeds the Period Threshold Limit.	M	Y
VOSLTLMT	OVS prior to Limit	Straight Time Overtime has been reported too soon. Total Regular Hours have not reached the Period Threshold Limit.	M	Y

Exception ID	Exception Description	Message	Severity	Allowable by Approver
VOSLTPRD	OVS+EOS prior to Limit	Straight Time Overtime and Emergency Overtime has been reported too soon. Total Regular Hours + OSS (Band 5) or OCS (Executive) have not reached the Period Threshold Limit.	M	Y
VOSUOS	OVS exists without UOS min	Company has a minimum number of UOS hours that are meant to be reported for a period before Straight Time Overtime (Paid or Earned) should be reported.	M	Y
VOTEMGH	Emergency OT before REG limit	Emergency Overtime has been reported, however the Regular Hours for the day are less than the minimum day required hours. This limit is Company specific.	M	Y
VOTEMGS	Emergency OT Sched not met	Emergency Overtime has been reported, however the Regular Hours and Absence Hours for the day are less than either the Schedule or the Minimum day required hours. This limit is Company specific. - Leave Not Paid and Donated Leave are excluded from the Total Day Hours	M	Y
VOTGTLMT	OVT Required - FLSA Limit	Time and Half Overtime is required because reported worked hours exceeds the FLSA Threshold Limit.	M	Y
VOTLTLMT	OVT prior to FLSA Limit	Time and Half Overtime has been reported too soon. Total Worked Hours have not reached the FLSA Threshold Limit.	M	Y
VSHFT01	Shift Diff is not Eligible	Eligibility does not exist for the employee for the Business Unit for the Eligibility Type SHFT - Shift Differential.	M	Y
VSHFT02	Shift 2 Rate is Invalid	The Shift Rate based on the employees Eligibility for Shift Differential is not valid in the Shift Rate Tables. Shift Differential not processed. Either: - Change Timesheet - Shift field - Update TL Eligibility enrollment for Shift Differential	M	Y

Exception ID	Exception Description	Message	Severity	Allowable by Approver
VSHFT03	Shift 3 Rate is Invalid	The Shift Rate based on the employees Eligibility for Shift Differential is not valid in the Shift Rate Tables. Shift Differential not processed. Either: - Change Timesheet - Shift field - Update TL Eligibility enrollment for Shift Differential	M	Y
VSHFTBU	Shift BU does not match Job	Timesheet Business Unit does not match Job Business Unit. Shift Differential will not be processed.	M	Y
VSHFTOT	Shift not paid on Overtime	The Shift Rate based on the employee's Eligibility for Shift Differential does not support payment of Shift Differential on Overtime TRCs (Straight or Time and Half). Shift Differential will not be paid for the Overtime TRCs.	M	Y
VSHFTTRC	Shift TRC missing TRC Program	TRC Program is missing the Shift Differential TRC for the selected Shift. Contact PPS.	M	Y
TLX00001	Invalid Comp Time TRC/Balance	1 - TRC not in the Time Reporters Comp Plan. Check Comp Plan Assignment. 2 - TRC not in the Time Reporters TRC Program. 3 - Comp Time balance is below Max Negative Hours Allowed on Comp Plan, or below zero if going negative is not allowed.	H	N
TLX00030	Inactive Time Reporter Status	Update the Time Reporter Status to Active to continue processing time for this Time Reporter.	H	N
TLX00040	Invalid Taskgroup	The reported Taskgroup is either not found in the Taskgroup table or inactive as of the date reported.	H	N
TLX00060	Invalid Task Profile ID	The reported Task Profile is not found in the Task Profile table as of this date.	H	N

Exception ID	Exception Description	Message	Severity	Allowable by Approver
TLX00080	Task Profile not in Taskgroup	The reported Task Profile is not found in the Time Reporter's reported taskgroup as of this date.	H	N
TLX00090	Task Values Required	Verify the required task elements on the task template of the taskgroup to ensure valid task reporting.	H	N
TLX00110	Invalid Task Value	The reported Business Unit does not exist in the HR Business Unit table.	H	N
TLX00120	Invalid Combo Code	Verify that the code exists in the Combination Code table and verify that it is active on this date. If validation is being done against the FMS database, verify that the combination of ChartFields associated with the combination code is still valid.	H	N
TLX00220	Invalid Telework	The reported task does not exist in the Task table.	H	N
TLX00230	Invalid PC Activity	The combination reported was not found as active in the Activity Table (PROJ_ACTIVITY).	H	N
TLX00241	Invalid Resource Type	This Source Type was not found as active in the PROJ_RES_TYPE under the Set ID associated with the Project Costing Business Unit. Verify that the latest information has been uploaded from the Financials Database. If present the Source Type may be inactive as of the date under report.	H	N
TLX00254	Invalid PC Project selection	Either the project is not found, or the PC Business Unit require that the employee is listed as a team member in order to report time against this project.	H	N
TLX00260	Resource Category not allowed	Project Costing Resource Category cannot be reported unless a Resource Type is reported as well.	H	N

Exception ID	Exception Description	Message	Severity	Allowable by Approver
TLX00261	Invalid Resource Category	This business unit require that the Category reported is related to the Source reported. Verify that the latest information for the PROJ_CATG_TBL and PROJ_TYP_CAT tables has been uploaded from the Financials Database. If present the Category may be inactive as of the date under report.	H	N
TLX00270	Sub Category not allowed	Project Costing Resource Sub-Category cannot be reported unless a Resource Category is reported as well.	H	N
TLX00280	Invalid Resource Subcategory	This business unit require that the Sub-category reported is related to the Category reported. Verify that the latest information for the PROJ_SUBCAT_TBL and PROJ_CAT_SUB tables has been uploaded from the Financials Database. If present the Sub-Category may be inactive as of the date under report.	H	N
TLX00281	Invalid Resource Subcategory	This Sub-Category was not found as active in the PROJ_SUBCAT_TBL under the Set ID associated with the Project Costing Business Unit. Verify that the latest information has been uploaded from the Financials Database. If present the the Sub-Category may be inactive as of the date under report.	H	N
TLX00310	Missing HR Business Unit	When either HR Department, Job Code, or Location is reported, Business Unit must be specified as well.	H	N
TLX00320	Incomplete PC combination	When reporting for Project Costing an Activity must be identified by a Business Unit, a Project ID and an Activity ID. On this transaction one or more of the items are missing.	H	N

Exception ID	Exception Description	Message	Severity	Allowable by Approver
TLX00330	PF Business Unit not allowed	The Time and Labor installation settings indicate that PeopleSoft EPM is not installed. Unless this product is marked as installed, the PF Business Unit is not a valid task element.	H	N
TLX00370	Category not allowed	The task element is not valid unless it is included as Optional or Required on the underlying Task Template.	H	N
TLX00380	Sub-Category not allowed	The task element is not valid unless it is included as Optional or Required on the underlying Task Template.	H	N
TLX00390	Source Type not allowed	The task element is not valid unless it is included as Optional or Required on the underlying Task Template.	H	N
TLX00420	Invalid TRC	The TRC itself is either NOT defined in the TRC table or it is set inactive per the date in question.	H	N
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 this date.	H	N
TLX00450	Quantity exceeds TRC limits	The quantity reported is outside the limits specified by the Minimum and Maximum quantity on the TRC table.	H	N
TLX00490	Invalid Comp Rate Code Type	Time Reporting Codes defined with a type of "Hours" can only be associated with Comp Rate Codes of a type of "Hourly Rate" or "Hourly Rate + Flat Amount" and Earnings Codes with a Payment Type of "Hours", "Both Hours and Flat Amount" or "Either Hours or Flat Amount".	H	N
TLX00500	Invalid Comp Rate Code Type	Time Reporting Codes defined with a type of "Amount" can only be associated with Comp Rate Codes of a type of "Flat Amount" and Earnings Codes with an "Amount" or "Hourly Rate" Payment Type.	H	N
TLX00510	Invalid Comp Rate Code Type	The reported Comp Rate Code is invalid for a Units Type TRC.	H	N

Exception ID	Exception Description	Message	Severity	Allowable by Approver
TLX00530	Invalid Comp Rate Code	Check that the reported Comp Rate code exists and is active in the Comp Rate Code Table as of this day. The Comp Rate Code cannot add to Base Pay. The Comp Rate Type cannot be Points.	H	N
TLX00560	Invalid Billable Indicator	Billable Indicator is a Yes/No field.	H	N
TLX00640	Invalid Shift field value	The reported Rule Element 1 is not in the Rule Element 1 table.	H	N
TLX00830	Invalid Reported Taskgroup	The Commitment Accounting Flag on the reported Taskgroup is not consistent with the Use_Distribution_Flag on the Time Reporter's Department.	H	N
TLX01540	More than 24 hours reported	The combined number of hours reported for a single date exceeds 24. Review and correct the reported as necessary.	H	N
TLX01570	QTY cannot be zero	When reporting a TRC type of Amount the QTY cannot be zero.	H	N
TLX01580	QTY cannot be zero	QTY cannot be zero when an Amount Type TRC and a non-Flat Amount Comp Rate Code are reported.	H	N
TLX01600	Invalid Time Reporter	The reported time is not valid for this date, as the date of reported time is earlier than the Time and Labor enrollment date.	H	N
TLX01640	Invalid TRC	The reported TRC is not valid for time entry. The TRC used is valid for Rules generated time only.	H	N

Exception ID	Exception Description	Message	Severity	Allowable by Approver
TLX01670	HR BU not mapped to GL BU	The HR BU is not mapped to a GL BU. Cannot determine if the combo code entered is valid without a GL BU.	H	N
TLX01690	Invalid TRC	The reported TRC is not valid for time entry. The TRC used is valid for Absence generated time only.	H	N
VHRLYMAX	Hourly Exceeds Max Year	The Yearly 1500 Hours Total has exceeded the Yearly Limit that is defined on Maintain Time Reporter Data - Rule Element 3. Hourly employee is now eligible for Health Insurance.	H	N
VNOPYACT	Invalid Pay Status - Active	Payroll will not process TL detail when Job Pay Status is not Active or Leave with Pay. Either: - Remove Timesheet detail - Update Job Data because Pay Status is incorrect	H	N
VNOPYINA	Invalid Pay Status - Inactive	Payroll will not process any TL detail when Job HR Status is Inactive. Either: - Remove Timesheet detail - Update Job Data because HR Status is incorrect	H	N
VRPT2PYD	Invalid Pay Status - Inactive	Reported Time TRC to Payable Time has multiple Payable Time TRC Results. Could be due to: 1 - VTA771-xxx TRC Value List identifies Short Description is the Report Time TRC - Reported TRC is in multiple VTA771-xxx TRC Value Lists (Data2 > 1). These should be only one. 2 - TRC Program has multiple Payable Time TRC for the Reported Time translation (Data3 > 1). There should only be one.	H	N

Exception ID	Exception Description	Message	Severity	Allowable by Approver
VRPT2PYM	Rpt TRC to Pay TRC map missing	Reported Time TRC to Payable Time mapping is missing. This could be due to: 1 - VTA771-xxx TRC Value List is missing an entry. Short Description is the Report Time TRC, Value Group is the Payable Time TRC. 2 - TRC Program is missing a Payable Time TRC for the Reported Time translation.	H	N
Query	V_TA_TLAM_WKLY_HRS	Run query via Query Viewer to monitor total weekly hours.		Y