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.

- 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**

- 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.

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### Table: Timecard Details

<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Sun, Nov 08</th>
<th>Mon, Nov 09</th>
<th>Tue, Nov 10</th>
<th>Wed, Nov 11</th>
<th>Thu, Nov 12</th>
<th>Fri, Nov 13</th>
<th>Sat, Nov 14</th>
<th>Total</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>E. Hours Worked</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>0</td>
</tr>
<tr>
<td>Overtime</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>0</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Holiday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

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- 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/.