

UA Web Timesheets
ERROR CHECKING MATRIX

Category	Ref #	Timesheet errors (Current Process: timesheets reviewed manually by Payroll staff, PPA, CCC, and/or Fiscal Officers to catch errors)	New Process					New Process - comments
			Error Message	Warning Message	Information Text	Report for Payroll	Other: See Comments	
Timing	1	Check for correct time period/pay run number.			X	X	X	Highlight the most recent period which has not been completed. Automated info text on selection screen that displays the timesheet payperiod due. Emails auto generated to emps missing timesheets. Reports for missing non-exempt timesheets with active job records & for missing exempt timesheets charging to grants.
Hours	2	Non-exempt regular employees & extended temp emps, the total hours (regular and leave) should equal or exceed biweekly hours in NBAJOBS. If the job record hours changes mid-pay period, look for the minimum hours for the effective date of that pay period.	X					
Hours	3	Exempt employees, the total hours (regular and leave) must be equal hours in NBAJOBS.	X					
Leave	4	Personal holiday usage should be equal to or less than the hours per day on NBAJOBS for employees eligible for PHL.	X					
Leave	5	Holiday should match hours/day in NBAJOBS for employees in eligible ECLSs (not to exceed 8 hours per day except for police & firedept).	X				X	Banner functionality will default the hours per day onto the correct date of the holiday on the timesheet if default EC exists on NBAJOBS. Police & Fire to modify hours per day on NBAJOBS to equal their daily holiday accrual. Still need error check in case employee changed the amount of hours
Leave	6	Annual &/or Sick Leave usage -warning message if balance is close to zero balance. Also add help link for FML and Leave Share		X				
Leave	7	Holiday is reported in the correct payperiod. Holiday EC not allowed in a non-holiday payperiod.	X				X	Holiday will generate in the correct payperiod by the system. However, employee can move the holiday to a different day within the PP if there was a need for the dept to swap holidays.
Earn Code	8	Holiday premium pay reported if worked on a holiday. If EC 010 exists with hours on same day as holiday hours, error message: "Those hours worked on the holiday need to be reported with the Holiday Premium Pay earnings code."	X					
Leave	9	Holiday eligibility depends on employees in paid status before and after the holiday					X	HRC discussion of possible business process change to eliminate or modify this rule
Hours & Earn Code	10	Overtime recorded to proper EC and calculated appropriately (including exception calc processes for L6070 & Firefighters)	X				X	Setup Banner rule forms in conjunction with an inhouse modification. We'll attempt to make this an error, if too complicated, may become a warning with a report.
Hours & Earn Code	11	Overtime exists when employee's multiple jobs hours are combined. Overtime is recorded on correct job (?), correct EC with correct hours, on correct day (ie end of week - not Sunday)	X				X	Attempt as an error, may become a warning with a report.

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Earn Code & Dedn	12	SN/GN assignments - Error if taxable earnings codes are used where a non-taxable earn code exists. If taxable earn code is the only option, need to enter a deduction override for FICA tax dedn.				X	X	System will prevent the taxable ECs from being available for those that have a non-taxable EC counterpart. A report will be generated for all other taxable EC used so Payroll can override tax dedn.
Earn Code	13	ST/GT assignments - Error if non-taxable earnings codes are used.					n/a	System will prevent the non-taxable ECs from being available based on rule form setup.
Leave	14	Holiday should not be reported on additional hourly assignments (EC 155) since the base jobs have already received the holiday hours.					?	Possible Options: 1. Zero out the hours per day field on NBAJOBS for additional hourly assignments so system won't generate (Other things affected?) 2.Create an Error message so the employee deleted the generated holiday hours on the additional hourly assignment.
Earn Code	15	Piece rate assignments keyed to correct PCN (#units X 10.30). Some faculty jobs and CDE.					?	Requires more discussion with CDE re current process
Leave	16	Worker's comp authorized and reported correctly - three days sick leave applied. Volume of WC is low 1-3 emps per pp.				X		
Earn Code	17	L6070 tool allowance needs zeroed out if zero net checks (LWOP, off contract, or worker's comp)				X	X	Business process change for personnel to remove default EC on NBAJOBS for LWOP employees. Payroll review on zero net check report and fix.
GER	18	Exempt Timesheets must be submitted if labor is being charged to restricted funds.				X	X	Report throughout the week for exempts who had default jobs charging to grants and did not submit a time sheet. Current practice is charge the default labor to general fund and notify employee. Training issue for Effort Certification Training.
Pay	19	Exempt - GN/GT stipend pay increases during the year end closure (UAF issue only)					X	UAF business process change and training issue regarding setting stipend amounts to include closures if work expected - consistent with other MAU's.
Timing	20	Timesheets are received late - current deadline Monday morning after ppe. Still a high volume received even after Tuesday noon following the payperiod end.					X	The employee and approver deadlines are tentatively set to be on the Monday/Tuesday following the PPE. This should allow more time for timesheets to be submitted timely and accurately. Will need monitored since late results in paper timesheet processing.
Timing	21	Employee submits revised timesheets that require reg. run correction or adjustment run processing depending on timing & change. Volume increases if timesheets are requested early due to holiday scheduling.					X	The employee and approver deadlines are tentatively set to be on the Monday/Tuesday following the PPE. This should allow more time for timesheets to be submitted timely and accurately. Will need monitored since late results in paper timesheet processing.
Leave	22	100% of time charged to leave when no leave is available					?	Clarify leave accrual issues with HRC and then establish process for monitoring if necessary.
Leave	23	FML eligibility for charges to 601					?	Personnel Wktm - Clarify with personnel if job change is submitted for both continuous and intermittent FML. Then can determine automation options
Leave	24	FML -if 601 EC exists - generate the S/L EC with same hours				X	X	We'll build program to generate the SL EC and Hours - may need a new FML Sick Leave EC that reduces SL bucket etc so distinguish between reg SL.

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Leave	25	Leave Share - Adjust leave for leave share recipients with zero leave balances		X			X	Volume is low - no more than 30 emps at any given time. We'll add warning message if they are recording SL and balance is getting low that can include a help link to FML and Leave Share information. Payroll Ofc will continue to handle the processing manually.	
Leave	26	Leave Share - Add 399 earnings for leave share donors					X	Volume is low (see #25) - Payroll Ofc will continue to handle the processing manually.	
Leave	27	Annual Leave Cash-in - Check for eligibility					?	Awaiting further clarification of potential new AL cash-in rules	
Leave	28	Convert sick leave for faculty with one unit summer additional assignments. Faculty are allowed to take sick leave but the assignment pays based on units, not hours. The Payroll office has to manually convert the SL usage to a unit equivalent for proper pay to occur & manually adj leave buckets.					X	Volume is low - no more than 10. Personnel WKTM to discuss if possible changes to job setup are available to improve this.	
Leave	29	Log jury duty, remind employees to turn in jury duty checks		X				Add warning message to emp when jury duty earn code used to remind them to turn in any checks. Payroll will monitor with existing Toad queries.	
Dedn	30	Faculty with earnings that generate health care dedns outside the base contract period. Payroll overrides dedns.					?	We will clarify issue with Labor Relations. Possible options for changes to DEDN or Job record entry to eliminate this will be discussed at Personnel Wktn.	
GER	31	Admin leave cannot be charged to restricted labor funds	X					MG to clarify with Grants office Directors and address in Grants training.	
GER	32	Bonuses cannot be charged to restricted labor funds	X					We will clarify with Labor Relations why UNAC Honorarium must be paid on "Bonus" EC. This is problematic for GER. MG to clarify awards and honorariums with Grants office Directors and address in Grants training.	
Hours	33	Extended temps with no hours reported in payperiod. This can cause them to lose extended temp status.					X	X	Possible email to extended temp that they have not submitted a timesheet and the rules regarding maintaining extended temp status for benefits.
Earn Code	34	Special pay earnings such as awards and honorariums reported on off contract assignments require dedn overrides.					X		Volume is low and cyclical.
Pay	35	Disposition 10 records with earnings					X		Volume is low and infrequent. DCON & PREG reports exist currently for this review.
Dedn	36	Escrow and regular retirement deductions in the same pay period (for escrow transfer)					X		Need report to show that both the dedns are active and both are deducting positive amounts. Payroll to override and then stop escrow dedn.
Dedn	37	Faculty in TRS on reduced sabbatical pay - need to override the retirement dedn info.					X		
Hours	38	Hours for a single day not to exceed 24, except for UAF firefighters = 25.25hrs and except for special type EC's like AL Cash-in & piece rate	X						
Acting	39	Fund Code must be valid code and not terminated for the days that the time is entered on (& if grant fund, the grant must also be not terminated on those days)	X						

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Acting	40	Orgn Code must be valid code and not terminated for the days that the time is entered on.	X					
Acting	41	Program Code must be the Org code default					X	Prog Code is not available on Timesheet. Build program to apply the default program code based on the ORGN
Acting	42	Acct Code must be appropriate for the ECLS - see ECLS acct crosswalk				X	X	Acct Code is not available on Timesheet. Build program to apply the NBAJOBS account code. Personnel Wktm - Also make sure existing report is checked & records fixed for ECLS Acct errors
Acting	43	Fund codes with incorrect Org codes (fund/orgn mismatches). Need more information from FO's - what constitutes a mismatch other than the fund/org default setun?					?	
Acting	44	Restricted Funds - Funding available? Need more information from FO's and Grants Ofc					?	
Info	45	Pay Rate change has occurred & date		X				
Info	46	Comments Exist for the timesheet		X				
Routing	47	Does Timesheet Approver have a proxy established?				X	X	Possibly email to Timesheet approvers without active proxies, including instructions on how to set one up
Hours	48	Hours entered on the Timesheet should only be for the current PP. If employee did not record prior payperiod information correctly, they need to fill out			X		X	Training issue - can add to Help link that will be in the Info text.
	49	Any FTE Changes during Payperiod? (Dudlee - need more info. What specifically are you looking for?)					?	
Routing	50	Signatures on the timesheet					n/a	UAOnline Pin will function as signature. Automatic routing if supervisor set up correctly on supervisor form (& automated IOUE)
	51	Out of class changes. (Dudlee - need more info. - out of class occurs from job defaults - what specifically are you looking for? Perhaps multiple shift codes on one job in one PP?)					?	
Earn Code	52	Earnings code filled out on the timesheet	X					
Acting	53	Fund/Orgn entered for all EC's other than EC defaults	X					
Hours & Earn Code	54	Verify that the data on the paper timesheet was keyed correctly into Banner					n/a	automated process eliminates this step
Info	55	Incorrect or missing name, id, PP dates, run number					n/a	system generates
Hours & Dedns	56	PHRDERR Reviews after web timesheets are fed into Banner				X		Payroll - continue using PHRDERR report
Pay	57	Terminating Employees - final pay processing like A/L payout.					?	
Dedn	58	Dedn overrides for garnishments, child support, levies					?	
Dedn	59	Dedn overrides for zero net check issues				X		Payroll - continue using existing report
Pay	60	Shift differential & shift differential OT ?????					?	