

Common Errors- Same screenshots as the TOC ESS Time Entry Screen Shots document

Common Error 1: Employee did not import Funding (Account) Information from Worklist

Personnel Assignment ▾
Printable Time Statement

ⓘ Unauthorized Account for Att/Abs Type 2000 on 10/28/2019

ⓘ Erroneous records exist. Navigation is not possible

[Display Message Log](#)

33	11	12	13	14	15	16	17	38	15	16	17	18	19	20	21	42	13	14	15	16	17	18	19
34	18	19	20	21	22	23	24	39	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
35	25	26	27	28	29	30	31	40	29	30	1	2	3	4	5	44	27	28	29	30	31	1	2
36	1	2	3	4	5	6	7	41	6	7	8	9	10	11	12	45	3	4	5	6	7	8	9

Current Selection
 Rejected
 Non-Working Day
 Approved
 Waiting for Approval
 Today

▾ Timesheet

◀ Previous Period
Next Period ▶
Week From:
Go to Date
Worklist
Favorites ▾
Check
Insert Row

Del...	Date	Pers.Assgn	Name	Rec. CCtr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Att./abs. type	Total	Hours	Det.
<input type="checkbox"/>										0.00		
<input type="checkbox"/>	<input type="checkbox"/> SU, 10/27	15118	Clerical Aide							0.00		
<input type="checkbox"/>	<input type="checkbox"/> MO, 10/28	15118	Clerical Aide						Regular Hourly	0.00	8	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> TU, 10/29	15118	Clerical Aide							0.00		

Common Error 2: Employee selected the wrong Att/abs. Type

Personnel Assignment ▾ Printable Time Statement

ⓘ The Attendance/Absence type 2200 is not valid on 10/14/2019
 ⓘ Erroneous records exist. Navigation is not possible

[Display Message Log](#)

< August 2019 September 2019 October 2019 >

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	28	29	30	31	1	2	36	1	2	3	4	5	6	40	29	30	1	2	3	4
32	4	5	6	7	8	9	37	8	9	10	11	12	13	41	6	7	8	9	10	11
33	11	12	13	14	15	16	38	15	16	17	18	19	20	42	13	14	15	16	17	18
34	18	19	20	21	22	23	39	22	23	24	25	26	27	43	20	21	22	23	24	25
35	25	26	27	28	29	30	40	29	30	1	2	3	4	44	27	28	29	30	31	1
36	1	2	3	4	5	6	41	6	7	8	9	10	11	45	3	4	5	6	7	8

■ Current Selection
 ■ Rejected
 ■ Non-Working Day
 ■ Approved
 ■ Waiting for Approval
 Today

▾ Timesheet

< Previous Period Next Period >
 Week From: Go to Date
Worklist Favorites ▾ Check Insert Row

Del...	Date	Pers.Assgn	Name	Rec. CCtr	WBS element	Rec. order	Receiver Fund	Receiving Func. Area	Att./abs. type	Total	Hours	Det.
<input type="checkbox"/>										0.00		
<input type="checkbox"/>	SU, 10/13	15118	Clerical Aide							0.00		
<input type="checkbox"/>	MO, 10/14	15118	Clerical Aide		MSXT100040-ACCTG	COACCTG	MSXT100040	99999999	Educational Leave	0.00	8	<input type="checkbox"/>
<input type="checkbox"/>	TU, 10/15	15118	Clerical Aide							0.00		
<input type="checkbox"/>	WE, 10/16	15118	Clerical Aide							0.00		
<input type="checkbox"/>	TH, 10/17	15118	Clerical Aide							0.00		
<input type="checkbox"/>	FR, 10/18	15118	Clerical Aide							0.00		

[Save](#)

Common Error 3—Employee cannot go enter time from different pay period.

ⓘ Time entry of 01/09/2023 is outside the allowable entry period.

ⓘ Erroneous records exist. Navigation is not possible

[Display Message Log](#)

Solution: Employees are only able to go backwards two pay periods. If entries need to be entered or adjusted for time before that, please reach out to MSUE-HR at msue.toc.student@msu.edu.

Common Error 4—Account that is needed is not shown in list

Solution: Contact MSU Extension Human Resources to get account(s) added to the employee's record.

Common Error 5—Personnel number locked

This error occurs if both the employee and supervisor have the time entry/approval screens open at the same time. The error will only show on the Supervisor's screen.

Solution: Supervisor—Ask the employee to exit out of their time entry page, then try the approval again.

