

Job Aid: Manage Job Warnings and Errors

Manage Job Warnings

Review and correct any warnings as needed, as they may have downstream impacts. The transactor is responsible for ensuring that warning messages are not ignored.

Message Text	Message Explanation
Warning -- Date out of range (15,9)	Displays when the Effective Date of the transaction is 30 days from or 30 days prior to the current date.
Warning -- Change Percent is greater than 20. (1000,30)	Displays when the increase in compensation from the previous row is greater (>) than 20 percent
Warning -- Compensation Rate is zero. (1000,31)	Displays when Compensation Rate is \$0.00
Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table. (1000,32)	Displays when the Compensation Rate for hourly frequency is less than the minimum set in the Salary Grade table.
Warning -- Hourly Rate is greater than the maximum specified in the Salary Grade Table. (1000, 33)	Displays when the Hourly Rate entered exceeds the maximum specified for the Salary Grade selected
Warning -- Head count of 2 exceeds maximum head count of 1 for position. (1000,156)	Displays when hiring into a position where the headcount has already been met. The numbers will change based on the details of each transaction.
Warning – The employee's HR primary job (as determined by the Job Indicator) has been terminated. (1000,606)	Displays when Terminating an employee's Primary Job . E-024 runs nightly and updates the employee's Primary Job accordingly.
Warning -- You have updated job information that is relevant to compensation defaulting on compensation row1. (1000,910)	Display when default Pay Components are manually updated.
Warning -- Date of Death on personal data gets updated for the current transaction. (1000,1471)	Displays when the Action - Termination , and the Reason - Death .
Warning -- Compensation Frequency has been updated. (1010, 264)	Displays when the Compensation Frequency has been updated
Warning -- Salary grade is step based or no ranges have been entered on job row (1020,5)	Displays as a reminder that the Compensation for the employee or appointment is Salary-Based vs Salary range
Warning -- Employee XXXXXXXXX, with eff date XXXX-XX-XX, has a valid visa and fica status EE is set to N, S/B "E" (1500,79)	Displays when an employee has a valid Visa for Non-Resident Alien status, their FICA Status should be set to Exempt.
Warning -- FTE was changed and Standard Hours were updated automatically. (1500, 121)	Displays when the FTE value is changed manually or from the Position to ensure that the Standard Hours are updated accordingly.
Warning -- Position Number is changed with a different Business Unit. (32008, 618)	Displays when the Position Number entered is for a different Business Unit

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Manage Job Errors

The system will prevent the submission of a transaction if any errors are displayed, so correcting them is important.

Message Text	Message Explanation
Warning -- Pay Frequency is invalid for the Comp Rate Code specified	Prevents compensation frequency misalignments causing pay calculation issues
For transactions with approvals, a new row cannot be added after an In-Progress row	1.) Appears when there is an In-progress row pending approval and a new transaction is submitted. 2.) Appears when a new transaction is submitted with a date equal to or greater than a withdrawn (draft) row. <ul style="list-style-type: none"> A row with an Effective Date less than the withdrawn row can be submitted
Warning -- Total earnings distribution amount must equal the job compensation rate. (1000,353)	The JED amounts entered do not equal the Total Compensation amount.
End Job Automatically applies only when there is a Planned Exit Date for the Job. (1000,873)	This occurs when the End Job Automatically field is set to Yes and the Expected Job End Date field is blank.
Expected job End Date cannot be before Job Effective Date. (1000,875)	This occurs when the Expected Job End Date value is prior to the Effective Date value.
Position Number cannot be blank for Employees (32008,517)	The Position Number is blank and must be entered to proceed
Comp Rate Code exists more than once (32008,615)	The Compensation Rate code is duplicated and must be resolved before moving forward.
Appointment cannot be changed to a different Employee Class group (i.e. Academic, Staff and CWR) (32008,616)	Employee Class cannot be changed within the same EMPL Record .