

This document explains the warnings and errors in Manage Human Resources. While warnings can be bypassed, reviewing and addressing them is important, as they may lead to downstream impacts. Errors, however, cannot be bypassed and must be resolved before the process is completed.

## Manage Human Resources Warnings

Review and correct any warnings before completing the process.

Code	Warning Message Description	Explanation
(15,9)	Warning -- Date out of range.	This displays when the transaction's <b>Effective Date</b> is 30 days from or 30 days before the current date.
(1000,156)	Warning -- Head count of 2 exceeds maximum head count of 1 for position.	Displays when hiring into a position where the headcount has already been met. The numbers will change based on the details of each transaction.
(1010,264)	Warning -- Compensation Frequency has been updated.	Displays any time the compensation rate field is updated.
(1020,5)	Warning -- Salary grade is step based or no ranges have been entered on job row 2024-05-01.	Displays as a reminder that the Compensation for the employee or appointment is <b>Salary-Based</b> vs <b>Salary Range</b> .
(1000,910)	Warning -- You have updated job information that is relevant to compensation defaulting on pay component row1.	Displays any time the compensation rate field is updated.
N/A	Warning -- Adjust Benefit Program Participation date to match Hire date. A change was made to the Hire record Effective Date. Make sure that the Benefit Program Participation has a matching date. The payroll and benefits processing will not work correctly unless the employee is enrolled in a benefit program from the start of employment.	Displays when the <b>Effective Date</b> is updated in the <b>Work Details</b> page.
(1000,31)	Warning -- Compensation Rate is zero.	Displays when <b>Compensation Rate</b> is \$0.00.

Code	Warning Message Description	Explanation
(1500,132)	Warning -- Total FTE of active appointments for employee ##### has exceeded 1.0	Displays when the full-time equivalency (FTE) for the employee is greater than 1.0.
(32612,23)	Warning -- Academic Duration Appt is required for the selected Employee Class	Displays when an Academic Duration Appointment is required for the selected <b>Employee Class</b> .
(15,11)	Invalid value -- Press the prompt or hyperlink for a list of valid values	Displays when an invalid value has been entered.
N/A	Job code ##### associated to the Position Number is inactive	Displays when the position must be updated to an active job code.
N/A	You may not enter more than one Job action using the HIRE component.	Displays when attempting to enter more than one job action using the HIRE component.
(1000,835)	Warning -- Social Security Number should be entered for US Employees. --- Social Security Number (SSN)/ National ID is required for all individuals employed in the United States regardless of citizenship status. Individual Taxpayer Identification Numbers (ITINs) are not acceptable and cannot be used in place of an SSN/National ID.	Displays when the <b>National ID</b> field is left blank.
(1000,464)	Warning -- Employee Type S is not valid for Paygroup 3MH	Displays when an invalid Employee Type is selected for Paygroup 3MH.
(1000,32)	Warning -- Hourly Rate is less than the minimum specified in the Salary Grade Table	Displays when the hourly rate for the job action is below the minimum rate defined in the Salary Grade Table and also appears if no minimum rate is defined.
(1000,33)	Warning -- Hourly Rate is greater than the maximum specified in the Salary Grade Table	Displays when the hourly rate for the job action exceeds the maximum rate defined in the Salary Grade Table and also appears if no maximum rate is defined.
(1000,43)	Warning -- Other persons exist with this legal name, including #####	Displays the EMPL ID for any person with the same legal name in UCPath.

Code	Warning Message Description	Explanation
(1000,27)	Warning -- Compensation rate not auto updated since distributed by amount. Verify earning distribution	Displays when the compensation rate does not auto-update.
(1000,910)	Warning -- You have updated job information that is relevant to compensation defaulting on pay component row1	Displays when job information relevant to the default compensation on the specified row on the <b>Salary</b> and <b>Compensation</b> page is modified.
(2000,478)	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll	Displays when payroll is already in process for an employee.
(32612,1)	Expected Job End Date is required for the selected Employee Class	Displays when an <b>Expected Job End Date</b> may be required for the selected <b>Employee Class</b> .
(32612,79)	Warning -- Duplicate found: A person ##### with the same Legal First Name, Legal Last Name and Birthdate exists	Displays when a potential duplicate is found in the system.
(32612,6)	Post Docs Anniversary Date is required for the selected Employee Class	Displays when the <b>Post Docs Anniversary Date</b> field is left blank.
(32612,24)	Action Reason is required for the new hire	Displays when the <b>Reason</b> field is left blank.
(32612,36)	Existing job FLSA Status and new concurrent job FLSA Status should be the same	Displays when the existing job FLSA status and new concurrent job FLSA status are different.
(32612,56)	Warning--Address is not entered for the hire	Displays when the <b>Address</b> fields are left blank.
(32612,64)	Warning – Employee Type cannot be different between the current transaction and active jobs.	Since the employee type is based on the Pay Group table, this message appears when a concurrent job is added with a Pay Group that differs from the employee's active jobs. For new concurrent jobs, the default Pay Group is “DEF” and is updated by the payroll process.

Code	Warning Message Description	Explanation
N/A	Degree Section is Mandatory for Post Doc	Displays when <b>Degree</b> fields are left blank for a Post Doc employee.

## Manage Human Resources Errors

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

Code	Error Message Description	Explanation
(32612,56)	Address is not entered for the hire	Displays when advancing from <b>Person Data</b> without entering an address.
(32612,57)	Another person ##### exists with the same Legal First Name, Legal Last Name, and Date of Birth.	Displays when another person with the same name and birthdate is identified.
N/A	The staff employees are not allowed to exceed for than 1.2 FTE when hired concurrently for the same or related BU.	Displays when a staff employee exceeds 1.2 FTE.
(32612,24)	Action Reason is required for the new hire.	Displays when adding a job record and the <b>Action Reason Code</b> is left blank
(32612,1)	Expected Job End Date is required for the selected Employee Class	Displays when the <b>Expected Job End Date</b> is required for the job being entered.
(1000,167)	Birthdate should be entered for person.	Displays when the birthdate field is left blank, and it is required.
(32612,37)	Error - For Non-Exempt FLSA Status frequency should be Hourly	Displays when the <b>Non-Exempt FLSA Status</b> frequency should be updated to hourly.
(32610,41)	Duplicate Person found, a person exists with the same Legal First name, Legal Last name and Phone number.	Displays when a potential duplicate is found in the system.