

# Leave Report & Timesheet Error Messages



## **Approver's position is vacant for the pay period**

Has the approver been transferred or promoted to another position? Has the approver terminated employment with the College? If you need to update your department's approver information, contact Laurie Hogan ([hoganl@cofc.edu](mailto:hoganl@cofc.edu)) or Mina McCann ([agujaam@cofc.edu](mailto:agujaam@cofc.edu)) in the Office of Human Resources.



## **Approver not in GOAEACC**

When an approver is not fully set-up in Banner, the end user cannot open his or her timesheet or leave report. If you receive this error, please contact Everett McInnis ([mcinnise@cofc.edu](mailto:mcinnise@cofc.edu)) in Budgeting and Payroll Services.



## **No Hours Entered**

No hours have been entered into the timesheet and the record is in Error status. Hourly temporary employees and hourly student employees do not need to submit a timesheet if no hours have been worked.



## **Approval Not Allowed**

A record was attempted to be approved more than once. This may occur when the approver double-clicks on the Approve button, or attempts to use the Web browser back button to return to records already approved.



## **Time Transaction Already Exists**

This notifies the employee that they have already attempted to start a timesheet that has already been initiated and has a transaction status of IN PROGRESS. This error can occur when a user clicks on the Web browser back button after previously selecting and starting a timesheet.



## **Submit Not Allowed**

A record was attempted to be submitted more than once. This error can error when a user double-clicks on the Submit for Approval button, or if the user attempts to use the Web browser back button and make changes to the record after it has been submitted.



## **Warnings (Possible insufficient Leave Balance)**

Warning will appear when a timesheet is submitted with exception time usage that could potentially be in excess of employee's leave balance. This is only a warning; and will not affect payroll processing.