

Banner Self-Service

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? To update your department's approver information, contact the Office of Human Resources (HumanResources@cofc.edu)



Approver not in GOAEACC

If an approver is not fully set-up in Banner, the end user cannot open their timesheet or leave report. If you receive this error, contact Budgeting and Payroll Services (BudgetPayrollServices@cofc.edu).



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 occur 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.