

FRONT:



Online Roster/Time Reporting
Error Notice

Date: / / Employee (Last, First): Emplid: Location:

Error Notice Reason:

- Unable to Access Employee in T&L Group
Employees in T&L Group Who Should Not Be
Expected TRC Not Available for Employee
Unable to Report Leave b/c Employee Not Associated to Leave Plan
Unable to Report Leave Due to Insufficient Balance
Other (Please Describe in Details Section Below)

Details:

PLEASE RETURN WITH PHOTOCOPIES OF TIMECARDS/ LEAVE FORMS TO THE ATTENTION OF APPROPRIATE PAYROLL/TL TECH IN ROOM 1150

PAYROLL/TIME AND LABOR TECHNICIAN NAME (PLEASE PRINT)

TIMEKEEPER NAME

CONTACT PHONE NUMBER:

BACK:

Timekeeper Instructions

This form is to be used for the following scenarios:

- 1. An employee for whom you are responsible is not present in your Time and Labor Group ID, and is thus inaccessible for time entry (due to reasons such as transfer, new hire, etc).
2. Employees are present in your Group ID who should not be (late transfers, late terminations, incorrect location, etc).
3. An expected TRC is not available for an employee in the list in T&L.
4. An employee who is eligible for paid leave is unable to have such time reported for them due to an error indicating that the time reporter is not associated to a leave plan with a particular plan type.
5. An employee who is eligible for paid leave is unable to have such time reported for them due to an error indicating that the time reporter does not have enough hours in that leave bank.

NOTE: Any other time corrections due to reporting errors can be fixed directly in Time and Labor as a prior period adjustment. Simply go back and make the change for that date, and it will be picked up in the next payroll. You do not need to send these corrections to Payroll.

Please return this card to the attention of the appropriate Payroll/TL Tech in room 1150. Attach photocopies of corresponding timecards or leave forms when required.