

Data Entry Audit Error Messages

Version 1.3 | January 4, 2019

The Data Entry Audit identifies missing records, invalid data combinations, or inaccurate data. All errors identified by this query should be corrected prior to the next payroll calculation.

Navigation: Main Menu > Reporting Tools > Query > Query Viewer

1. Navigate to **Main Menu > Reporting Tools > Query > Query Viewer**.
2. Enter the query name. **M_PY_DATAENTRY_AUDIT_DIST_PRMT**

NOTE: The *M_PY_DATAENTRY_AUDIT_DIST_PRMT* query replaces the *M_DATAENTRY_AUDIT*, *M_DATAENTRY_AUDIT_DIST_PRMT*, and *M_PY_DATAENTRY_AUDIT_DIST_PRPT* queries.

3. Click **Search**.
4. For the desired query, click either **HTML** or **Excel**.

Data Entry Errors

Message/Description	Resolution	Screen Navigation
(00) - Incorrect Workgroup for District	Correct the Workgroup code in the Time and Labor Data record.	Main Menu>Workforce Administration>Job Information>Job Data>Employment Data link>Time Reporter Data link
(01) - Missing or inactive Time Reporter Data record	Create an employee Time and Labor Data Record	Main Menu>Workforce Administration>Job Information>Job Data>Employment Data link>Time Reporter Data link
(02) - Missing Workers Comp Deduction Record	Create an employee General Deduction Record for Deduction Code (XXX) WCP, (District No.) Workers Comp.	Main Menu>Payroll for North America>Employee Pay Data USA> Deductions>Create General Deductions
(03) – Missing Federal Tax Data	Create an employee Federal Tax data record.	Main Menu>Payroll for North America>Employee Pay Data USA> Tax Information>Update Employee Tax Data
(04) - Missing State Tax Data	Create an employee State Tax data record.	Main Menu>Payroll for North America>Employee Pay Data USA> Tax Information>Update Employee Tax Data

(05) – Job FTE (Value 1) does not match Position FTE (value2)	Contact CRC staff for correction.	Main Menu>Workforce Administration>Job Information>Job Data>Job Information Tab Main Menu>Organizational Development>Position Management>maintain Position/Budgets> Add/Update Position Info>Specific Information Tab, Education and Government
(06) – Missing Salary Step on Job Record	Add Salary Step to the employee Job Data/Salary Plan Tab	Main Menu>Workforce Administration>Job Information>Job Data>Salary Plan Tab
(07) – Comp Frequency (Value1) invalid for this Full/Part Time value (Value2)	Either Compensation Frequency or Full/Part Time Field must be corrected for valid combinations.	Main Menu>Workforce Administration>Job Information>Job Data>Compensation Tab Main Menu>Organizational Development>Position Management>maintain Position/Budgets> Add/Update Position Info>Description Tab
(08) – 10/11 Month employee with incorrect Pay Schedule flags. (Value 2) shows flags for months JFMAMJJASOND	The number of selected Pay Schedule months on SDCOE Job Data tab must agree with the Full/Part Time code on the Job Information Record.	Main Menu>Workforce Administration>Job Information>Job Data>SDCOE Job Data Tab Main Menu>Workforce Administration>Job Information>Job Data>Job Information Tab
(09) – Incorrect Full/Part Value (Value1) for this Empl Class (Value 2)	Full/Part Code, and the Empl Class are not valid combinations. Empl Class may be corrected on Job Data, Full/Part may be corrected on Position Data.	Main Menu>Workforce Administration>Job Information>Job Data>Job Information Tab
(10) – Additional Pay without First Pay Period field Checked.	The First Pay Period check box, must be checked within Applies to Pay Periods.	Main Menu>Payroll for North America>Employee Pay Data USA>Create Additional Pay
(11) – Employee NAANNL comp rate (Value 1) does not match Salary Step annual comp rate (Value 2) Plan XXX, Grade XXX, Step XXX	The comp rate must agree with the Salary Schedule, and should not be overridden at the Job data level.	Main Menu>Workforce Administration>Job Information>Job Data>Compensation Tab
(12) – Employee NAHRLY comp rate (Value 1) does not match Salary Step hourly comp rate (Value 2) Plan XXX, Grade XXX, Step XXX	The comp rate must agree with the Salary Schedule, and should not be overridden at the Job data level.	Main Menu>Workforce Administration>Job Information>Job Data>Compensation Tab
(13) – Substitute in non-sub time/Labor Workgroup	The workgroup must agree with the position.	Main Menu>Workforce Administration>Job Information>Job Data>Employment Data>Time Reporter Data>Workgroup
(14) – Invalid Comp Frequency for Empl Type	The Frequency code must agree with the Empl Type, 10, 11, or 12 month employee.	Main Menu>Workforce Administration>Job Information>

		Job Data>Compensation Tab>Frequency
(15) - Certificated employee class with invalid CDays value.	Missing CDAYS on Position	Main Menu>Organizational Development> Position Management> Maintain Positions/Budgets>Add/Update Position Info>CDAYS Tract Tab
(16) - Missing FTE on Job Data (Value1) or Position Data (Value2) for an EE in M Pay Group	Please contact the CRC Helpdesk for assistance with this error.	
(17) - Incorrect Standard Hours (Value 1) for this Full/Part (Value2). Daily should be 5, Hourly should be 1.	Please contact the CRC Helpdesk for assistance with this error.	

Data Entry Error: (17) - Incorrect Standard Hours Error Notes

Standard Hours for daily employees (those with a Full/Part equal to "Daily") in the "P" pay group should always be 5. Standard Hours for hourly employees (those with a Full/Part equal to "Hourly") in the "P" pay group should always be 1. Any "Daily" or "Hourly" employees having a different value for Standard Hours should be corrected. Detailed information regarding Standard Hours for "P" pay group employees can be found in the *HR3 New Hires and Job Data Guide*.