

# Pay Calc Error Messages

## 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

# Pay Calc Error Messages

(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-type Empl Class without CDAYS	Missing CDAYS on Position	Main Menu>Organizational Development> Position Management> Maintain Positions/Budgets>Add/Update Position Info>CDAYS Tract Tab

# Pay Calc Error Messages

- The Pay Calc Error Messages query (M\_PY\_CALC\_ERROR\_MSGS\_BY\_DIST)
  - Identifies all employees that had errors generated during precalc
  - Should be ran with each calc
  - Errors that have a High severity will cause OK to pay to be turned off for employee
  - For description, solution, severity, and notes, look at [PeopleSoft Resources, Guides and Job Aids, Payroll-Other, Payroll Error Messages 09052016](#) on CRC's website
  - Errors will not show as corrected until a pay calc is ran
  - Make corrections with each calc to ensure error has been corrected before final calc runs

# Pay Calc Error Messages

- Earnings Went Negative
  - Generally caused by WCA (Workers' Comp Abatement) earnings
  - Audit payline flagged
  - Work with Payroll Audit for resolution if WCA
  - If unresolved entire check will not process

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes | RTR One-Time Deductions

Company 009    Pay Group 09M    Pay Period End Date 08/31/2017    Page 456

Empl ID [REDACTED]    [REDACTED]    Line 2

Empl Record 0    Benefit Record 9     Manual Check

Check Number    Check Date    Total Gross    Net Pay

Transaction Message No Message

**Payline Details**    Find | View All    First 4 of 4 Last

Addl Line Nbr 3     OK to Pay     Override Hourly Rate     No Direct Deposit

Separate Check      Gross-Up    Reason Not Specified     TL Records

Reg Hours [REDACTED]    OT Hours [REDACTED]    Hourly Rate 20.663745    Reg Salary [REDACTED]

Reg Rate Code [REDACTED]    OT Rate Code [REDACTED]

\*Shift Not Applicable    \*State CA    Locality [REDACTED]

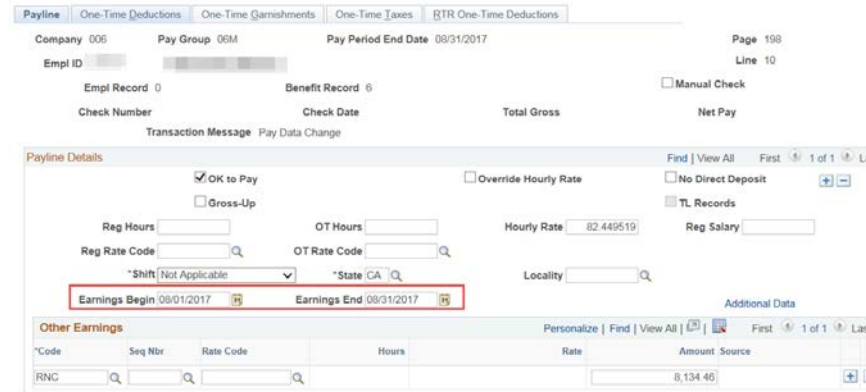
Earnings Begin 07/01/2017    Earnings End 07/31/2017    Additional Data

**Other Earnings**    Personalize | Find | View All | 1 of 1 Last

*Code	Seq Nbr	Rate Code	Hours	Rate	Amount	Source
WCA					-1,016.76	

# Pay Calc Error Messages

- Job Data not found
  - Job record does not match payline created
  - Verify payline and Job have correct paygroup
  - Verify Earnings Begin Date is not prior to Hire Effective Date on Job Data
  - Verify Earnings End date is not greater than Termination Effective Date
  - If unresolved entire check will not process



Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes | RTR One-Time Deductions

Company 005 Pay Group 00M Pay Period End Date 08/31/2017 Page 198  
Empl ID [redacted] Line 10

Empl Record 0 Benefit Record 6  Manual Check

Check Number Check Date Total Gross Net Pay

Transaction Message Pay Data Change

**Payline Details** Find | View All First 1 of 1 Last

OK to Pay  Override Hourly Rate  No Direct Deposit

Gross-Up  TL Records

Reg Hours [ ] OT Hours [ ] Hourly Rate 82.449519 Reg Salary [ ]

Reg Rate Code [ ] OT Rate Code [ ]

\*Shift Not Applicable \*State CA Locality [ ]

**Earnings Begin** 08/01/2017 **Earnings End** 08/31/2017

**Other Earnings** Personalize | Find | View All First 1 of 1 Last

*Code	Seq Nbr	Rate Code	Hours	Rate	Amount	Source
RNC					8,134.46	

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | SDCOE Job Data

Employee [redacted] Empl ID [redacted]  
Empl Record 0

Work Location [redacted] Find First 1 of 1 Last

**\*Effective Date** 07/01/2017 **Go To Row** [ ]

Effective Sequence 0

HR Status Inactive

Payroll Status Terminated

**\*Action** Termination

Reason Retirement

**\*Job Indicator** Secondary Job

Current

# Pay Calc Error Messages

- No active Job for Earnings
  - Employee does not have an active Job record for and Earnings End Date (Similar to Job Data not found)
- Benefit Not Found
  - Benefit Plan/Deduction Code is not found for the Benefit Program
  - If employee is a retiree, ensure benefits that they are no longer entitled to are terminated
  - Work with CRC to make sure Benefit Configuration is correct
  - Remove OK to pay from payline if invalid
  - If unresolved check will not process

# Pay Calc Error Messages

- Benefit Rate Key not Matched
  - During Benefit rate processing, system unable to find acceptable match rate between the rate key value for the employee and rates defined in the Benefit Rate table
  - The employee is in the PSX benefit program, instead of an assigned district-specific benefit program
    - Check the Assign to Benefit Program page
    - Go to the On-Demand Event page and ensure that all events are processed to Finalized, Finalized Enrolled and Finalized Status
  - The employee is enrolled in a plan/coverage level that is not on the rate table for that benefit program
    - Check the Benefit Rate Table for that benefit program to confirm if the plan and coverage level are listed.
    - If not, contact CRC to use correct history on the Rate table, providing them the rate table ID, employee rate, employer rate for the Benefit plan and tier (coverage level)
  - If unresolved check will not process

# Pay Calc Error Messages



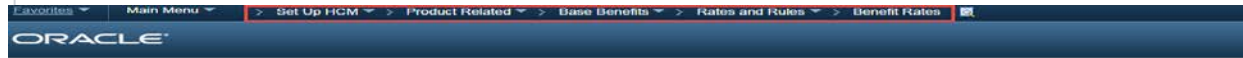
## Assign to Benefit Program

Employee ID: [REDACTED] Benefit Record Number: 48

**Benefit Program Participation** Find | View All First 1 of 1 Last

\*Effective Date: 07/24/2017

\*Benefit Program: PSX Default Ben Pgm - Group 5



**Benefit Rates**

Benefit Rate Table: [REDACTED] Rate Table ID: [REDACTED]

\*Effective Date: 03/01/2017 \*Effective Status: Active

\*Benefit Rate Type: Health 10 Pay Rates-Emps \*Description: Health 10 Pay Rates-Emps Short Description: EE 10P

\*Premium Frequency: Monthly \*Rate per Unit: None

Currency Code: USD

Composite Rates	Debit Rates	Tax Adjustment	Total Rate	Employee Rate	Employer Rate
1 VSPVA	I		10.54000	0.00000	10.54000
2 VSPVA	A		15.43000	0.00000	15.43000
3 VSPVA	B		27.96000	0.00000	27.96000
4 UHCN3V	I		1207.00000	78.34000	1128.66000
5 UHCN3V	A		2370.00000	970.45000	1399.55000
6 UHCN3V	B		3330.00000	1930.45000	1399.55000
7 UHCN2V	I		1029.00000	78.34000	950.66000
8 UHCN2V	A		2020.00000	620.45000	1399.55000
9 UHCN2V	B		2938.00000	1438.45000	1399.55000
10 UHCN1V	I		794.00000	78.34000	715.66000
11 UHCN1V	A		1553.00000	153.45000	1399.55000
12 UHCN1V	B		2178.00000	778.45000	1399.55000
13 UHC3VA	I		1207.00000	78.34000	1128.66000
14 UHC3VA	A		2370.00000	970.45000	1399.55000
15 UHC3VA	B		3330.00000	1930.45000	1399.55000



# Pay Calc Error Messages

- Invalid One-Time Deduction
  - Employee may have a duplicate entry for the same deduction
  - Employee may have payline dated prior to effective date on Job Data
  - Employee's benefit program may be dated prior to Hire date
  - If unresolved check will not process

Payline | **One-Time Deductions** | One-Time Garnishments | One-Time Taxes | RTR One-Time Deductions

Company [ ] Pay Group [ ] Pay Period End Date 08/31/2017 Page 86  
 Empl ID [ ] Line 5  
 Empl Record 3 Benefit Record 23  
 Transaction Message Pay Data Change

Payline Details Find | View All First 1 of 2 Last

OK to Pay

\*Benefit Deductions Taken Deduction Benefit Deduction Subset ID [ ]  
 \*General Deductions Taken Deduction General Deduction Subset ID [ ]

One-Time Deduction Data Override Find | View 1 First 1-13 of 13 Last

\*Plan Type 00 General Deduction Benefit Plan [ ]  
 \*Deduction Code 23ETA4 \*Deduction Class A After-Tax  
 \*Sales Tax B None \*One-Time Code Override  
 Flat/Addl Amount [ ] Rate/Percent [ ]  
 \*Calculation Routine Flat Amount

\*Plan Type 10 Medical Benefit Plan 23KA01  
 \*Deduction Code SDMEDA \*Deduction Class A After-Tax  
 \*Sales Tax B None \*One-Time Code Override  
 Flat/Addl Amount 170.58 Rate/Percent [ ]  
 \*Calculation Routine Flat Amount

# Pay Calc Error Messages

[Favorites](#) > [Main Menu](#) > [Payroll for North America](#) > [Payroll Processing USA](#) > [Update Paysheets](#) > [By Payline](#)

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[Payline](#) | [One-Time Deductions](#) | [One-Time Garnishments](#) | [One-Time Taxes](#) | [RTR One-Time Deductions](#)

Company  Pay Group  Pay Period End Date 08/31/2017 Page 86  
 Empl ID  Line 5  
 Empl Record 3 Benefit Record 23  
 Transaction Message Pay Data Change

**Payline Details** Find | View All First 2 of 2 Last

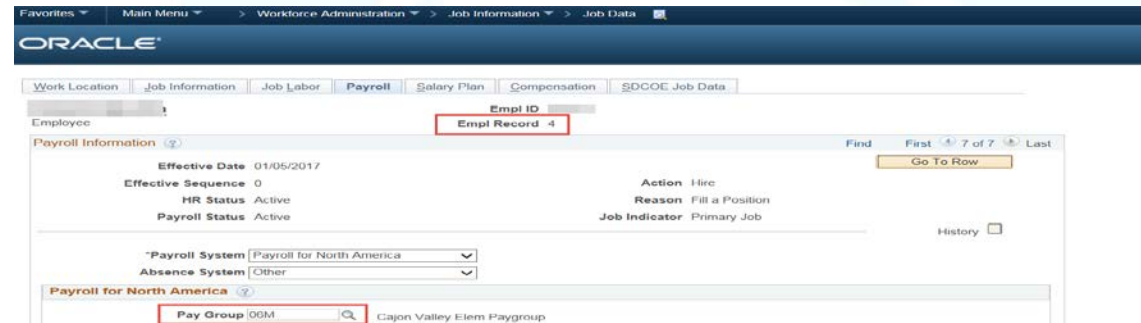
Addl Line Nbr 1  OK to Pay Separate Check  Reason Not Specified  
 \*Benefit Deductions Taken Deduction Benefit Deduction Subset ID   
 \*General Deductions Taken Deduction General Deduction Subset ID

**One-Time Deduction Data Override** Find | View 1 First 1-4 of 4 Last

\*Plan Type 10 Medical Benefit Plan 23KA01  
 \*Deduction Code SDMEDA \*Deduction Class A After-Tax  
 \*Sales Tax B None \*One-Time Code Override  
 Flat/Addl Amount 170.58 Rate/Percent   
 \*Calculation Routine Flat Amount

# Pay Calc Error Messages

- Pay Group Not Found
  - Job record does not match payline created
  - Verify payline and Job have the same Pay Group
  - Verify earnings begin and end dates are accurate
  - If unresolved check will not process



Oracle HR System - Job Information - Empl Record 4

Payroll Information

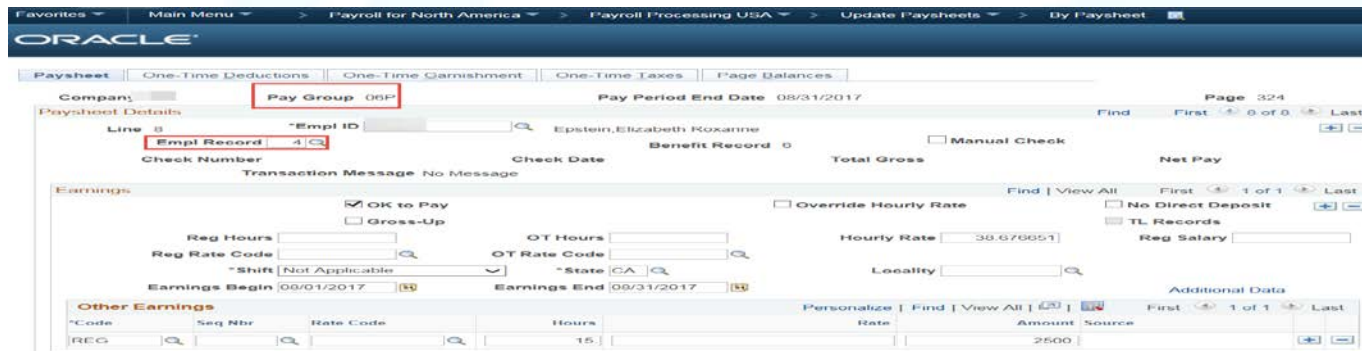
Effective Date: 01/05/2017  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active

Action: Hire  
Reason: Fill a Position  
Job Indicator: Primary Job

\*Payroll System: Payroll for North America  
Absence System: Other

Payroll for North America

Pay Group: 06M (Cajon Valley Elem Paygroup)



Oracle HR System - Update Paysheets - By Paysheet

Paysheet Details

Company: Pay Group 06F  
Pay Period End Date: 08/31/2017

Line 8  
Empl Record 4  
Employee: Epstein, Elizabeth Roxanne  
Benefit Record: 0  
Manual Check:

Transaction Message: No Message  
Check Date: Total Gross: Net Pay:

Earnings

OK to Pay  
 Gross-Up  
 Override Hourly Rate  
 No Direct Deposit  
 TL Records

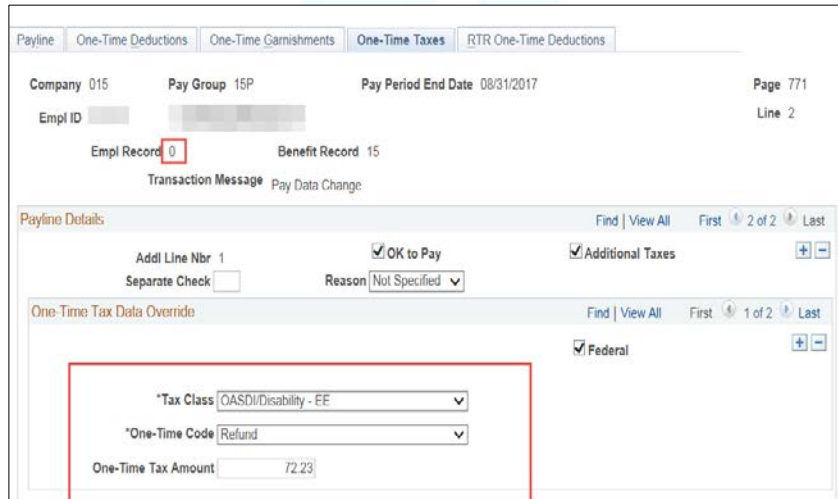
Reg Hours: OT Hours: Hourly Rate: 30.676651  
Reg Rate Code: OT Rate Code: Reg Salary:  
\*Shift: [Not Applicable] \*State: CA Locality:  
Earnings Begin: 08/01/2017 Earnings End: 08/31/2017

Other Earnings

*Code	Seq Nbr	Rate Code	Hours	Rate	Amount	Source
REG			15		2500	

# Pay Calc Error Messages

- Duplicate Tax Override
  - Duplicate tax override for this check for state, locality tax class, and one time code
  - Look at One Time Taxes tab on payline and search for identified line
  - Combine/remove as needed
  - For OASDI or Medicare work with the Retirement Unit, please do not change
  - If unresolved entire check will not process



Payline One-Time Deductions One-Time Garnishments **One-Time Taxes** RTR One-Time Deductions

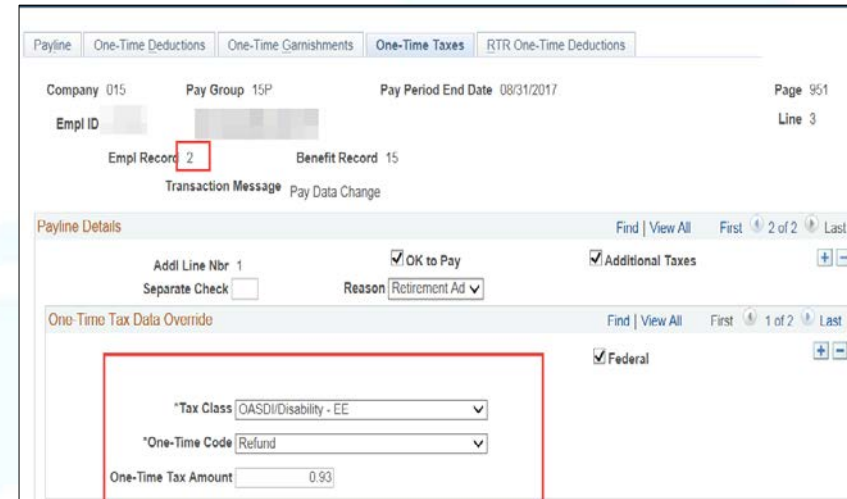
Company 015 Pay Group 15P Pay Period End Date 08/31/2017 Page 771  
Empl ID [REDACTED] Line 2

Empl Record **0** Benefit Record 15  
Transaction Message Pay Data Change

Payline Details Find | View All First 2 of 2 Last  
Addl Line Nbr 1  OK to Pay  Additional Taxes  
Separate Check  Reason Not Specified

One-Time Tax Data Override Find | View All First 1 of 2 Last  
 Federal

\*Tax Class OASDI/Disability - EE  
\*One-Time Code Refund  
One-Time Tax Amount 72.23



Payline One-Time Deductions One-Time Garnishments **One-Time Taxes** RTR One-Time Deductions

Company 015 Pay Group 15P Pay Period End Date 08/31/2017 Page 951  
Empl ID [REDACTED] Line 3

Empl Record **2** Benefit Record 15  
Transaction Message Pay Data Change

Payline Details Find | View All First 2 of 2 Last  
Addl Line Nbr 1  OK to Pay  Additional Taxes  
Separate Check  Reason Retirement Ad

One-Time Tax Data Override Find | View All First 1 of 2 Last  
 Federal

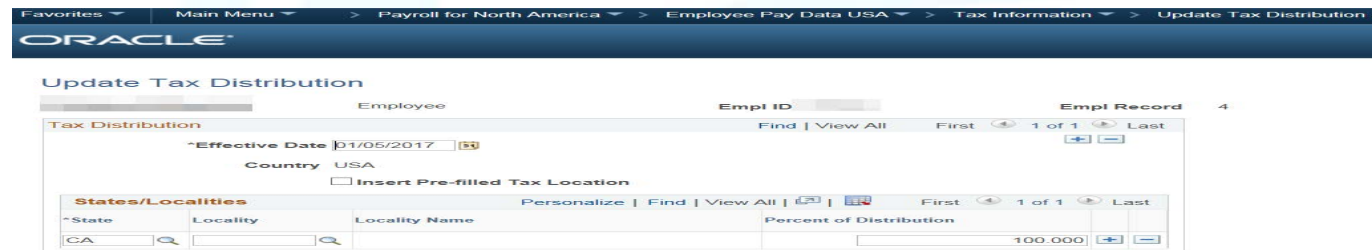
\*Tax Class OASDI/Disability - EE  
\*One-Time Code Refund  
One-Time Tax Amount 0.93

# Pay Calc Error Messages

- Federal Tax Data Not Found
  - Job effective date does not match tax distribution effective date
  - If unresolved check will not process
- No Tax Distribution Record
  - Employee is required to have at least one tax distribution record to define work state/locality and distribution must equal 100%
  - If unresolved check will not process



Oracle HR System Screenshot: Job Data page. The 'Effective Date' field is highlighted with a red box and contains '01/05/2017'. Other fields include 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), '\*Action' (Hire), '\*Reason' (Fill a Position), and '\*Job Indicator' (Primary Job).



Oracle HR System Screenshot: Update Tax Distribution page. The 'Effective Date' field is highlighted with a red box and contains '01/05/2017'. The 'Country' is set to 'USA'. The 'States/Localities' table shows a single entry for 'CA' with a 'Percent of Distribution' of 100.000.

*State	Locality	Locality Name	Percent of Distribution
CA			100.000

# Pay Calc Error Messages

- State Tax Data Not Found
  - The state tax data record, for the state displayed below, was not found for the employee
  - Correct \*\* in the State field on the Payline to CA
  - If unresolved check will not process

[Favorites](#) > [Main Menu](#) > [Payroll for North America](#) > [Payroll Processing USA](#) > [Update Paysheets](#) > [By Payline](#)

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[Payline](#) | [One-Time Deductions](#) | [One-Time Garnishments](#) | [One-Time Taxes](#) | [RTR One-Time Deductions](#)

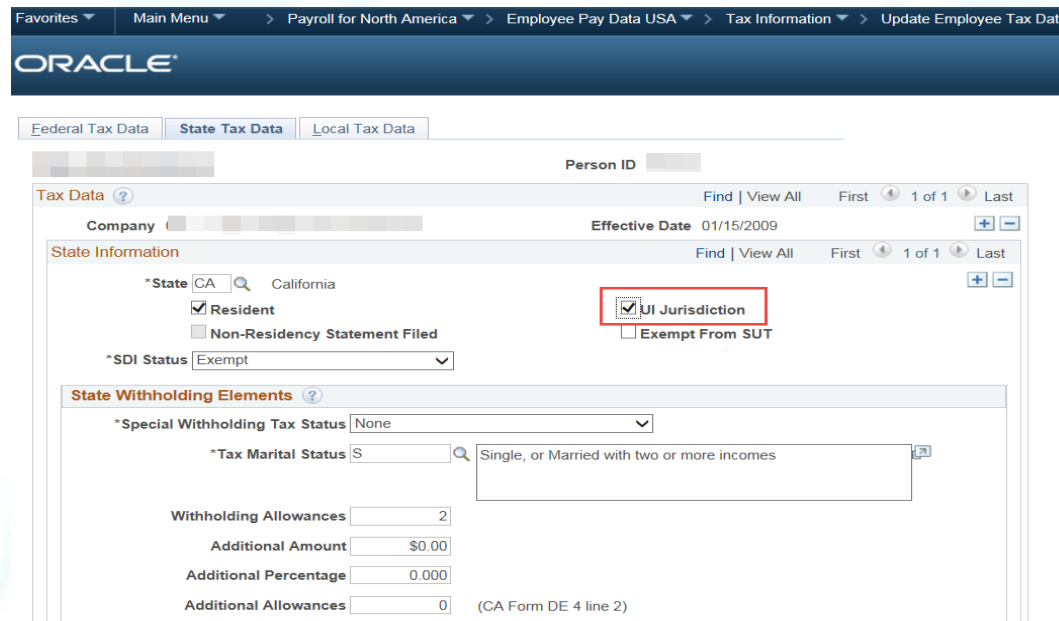
Company  Pay Group  Pay Period End Date 08/31/2017 Page 86  
 Empl ID  Line 5  
 Empl Record 3 Benefit Record 23  Manual Check  
 Check Number Check Date Total Gross Net Pay  
 Transaction Message Pay Data Change

**Payline Details** Find | View All First 2 of 2 Last

Addl Line Nbr 1  OK to Pay  Override Hourly Rate  No Direct Deposit  
 Separate Check   Gross-Up Reason Not Specified  TL Records  
 Reg Hours  OT Hours  Hourly Rate 63.652345 Reg Salary   
 Reg Rate Code  OT Rate Code   
 \*Shift Not Applicable  \*State \*\*  Locality   
 Earnings Begin 08/01/2017  Earnings End 08/31/2017  Additional Data

# Pay Calc Error Messages

- No UI Jurisdiction
  - No UI Jurisdiction assigned
  - Effective date on State Tax Data record may not match Job Data effective date
  - If unresolved check will not process



Favorites ▾ Main Menu ▾ > Payroll for North America ▾ > Employee Pay Data USA ▾ > Tax Information ▾ > Update Employee Tax Data

ORACLE

Federal Tax Data State Tax Data Local Tax Data

Person ID [REDACTED]

Tax Data ? Find | View All First 1 of 1 Last

Company [REDACTED] Effective Date 01/15/2009 + -

State Information Find | View All First 1 of 1 Last

\*State CA California + -

Resident  UI Jurisdiction

Non-Residency Statement Filed  Exempt From SUT

\*SDI Status Exempt ▾

State Withholding Elements ?

\*Special Withholding Tax Status None ▾

\*Tax Marital Status S Single, or Married with two or more incomes

Withholding Allowances 2

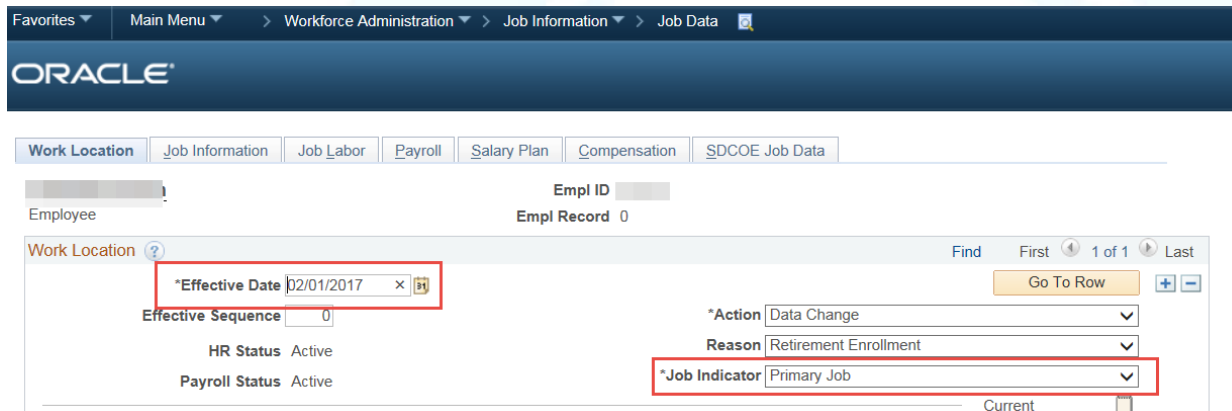
Additional Amount \$0.00

Additional Percentage 0.000

Additional Allowances 0 (CA Form DE 4 line 2)

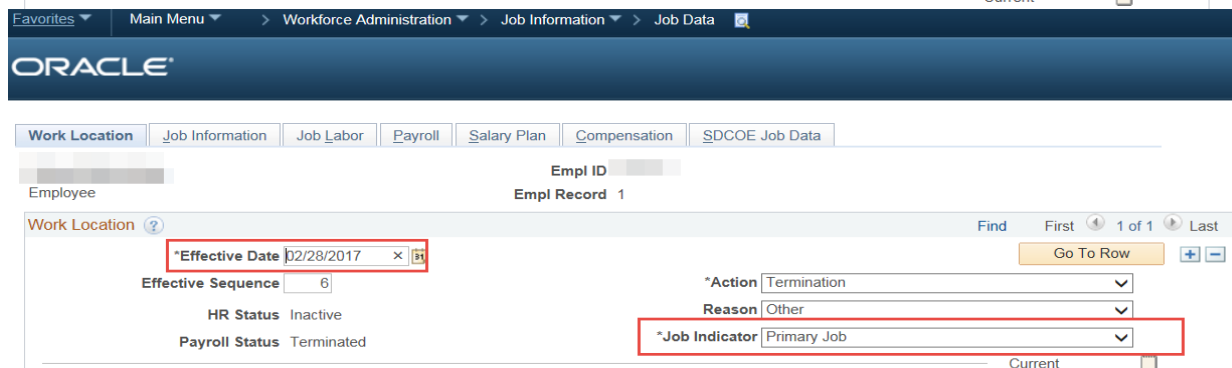
# Pay Calc Error Messages

- Too Many Primary Jobs
  - Employee has more than one primary job for the indicated Benefit Record
  - Correct Job Data record(s) for Benefit Record to only have one Primary at a time
  - If unresolved check will not process



Oracle HR System Screenshot (Empl Record 0):

- Navigation: Favorites > Main Menu > Workforce Administration > Job Information > Job Data
- Employee: [Redacted] Empl ID [Redacted] Empl Record 0
- Work Location: [Redacted]
- \*Effective Date: 02/01/2017
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- \*Action: Data Change
- Reason: Retirement Enrollment
- \*Job Indicator: Primary Job
- Current:



Oracle HR System Screenshot (Empl Record 1):

- Navigation: Favorites > Main Menu > Workforce Administration > Job Information > Job Data
- Employee: [Redacted] Empl ID [Redacted] Empl Record 1
- Work Location: [Redacted]
- \*Effective Date: 02/28/2017
- Effective Sequence: 6
- HR Status: Inactive
- Payroll Status: Terminated
- \*Action: Termination
- Reason: Other
- \*Job Indicator: Primary Job
- Current:



# Pay Calc Error Messages

- Negative Gross Pay
  - Total earnings being processed for this check is negative
  - Negative amount is identified on Pay Calc Error message query
  - Verify paylines to identify negative earnings and adjust amount or remove Ok to Pay
  - If unresolved check will not process
- Employee is terminated
  - Employee has Reported Time Approved but it is rejected
  - Verify time worked is prior to Last Date Worked on Job record
  - Create payline if employee is Terminated or in Inactive status
  - If unresolved time will not pay and be changed to “Ignore” status

# Final Notes

- Review Paycheck is no longer visible if changes are made to payline or Job data after calc. Check Review paycheck after next calc. The M\_PY\_PAYCHECKS\_BY\_DIST query will confirm if an employee had a check created
- Remember to use the Guides on CRC website