No Time Entered Errors vs Warnings

Exempt employee – if they did not take any leave time, and just submitted their time sheet, they will get a **warning** that no hours were entered. This is not an error.

⚠ Your time sheet was submitted successfully.
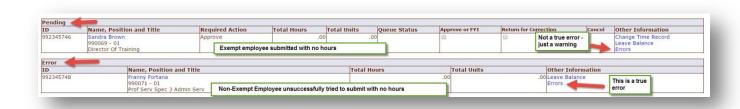⚠ No hours entered.

The **Non-Exempt employee** who did not enter hours may attempt to submit for approval, but they will not be able to, and they will get an error message.
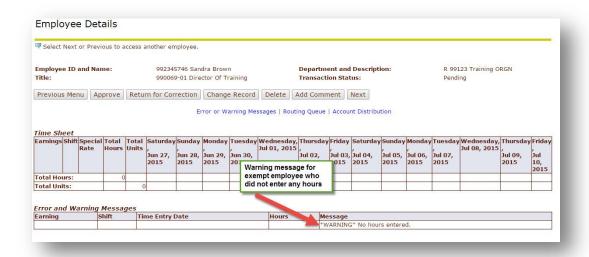
🛇 No hours entered.

The **Approver** and **DTK** will see the **Exempt** employee with no hours entered in the pending status department time sheet, ready to be approved. The Non-Exempt employee will be in the error status.

In **Other Information**, however, both will have a link for "Error".

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
992345746	Sandra Brown 990069 - 01 Director Of Training	Approve	.00	.00		☐	☐	Not a true error - just a warning	Change Time Record Leave Balance Errors

Exempt employee submitted with no hours

Error

ID	Name, Position and Title			Total Hours	Total Units	Other Information	
992345748	Franny Fortana 990071 - 01 Prof Serv Spec 3 Admin Serv			.00	.00	Leave Balance Errors	This is a true error

Non-Exempt Employee unsuccessfully tried to submit with no hours

If you select the Error link for the exempt employee, you will see that it is actually just a warning, or heads up.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: 992345746 Sandra Brown	**Department and Description:** R 99123 Training ORGN
Title: 990069-01 Director Of Training	**Transaction Status:** Pending

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Error or Warning Messages | Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Jun 27, 2015	Sunday, Jun 28, 2015	Monday, Jun 29, 2015	Tuesday, Jun 30, 201	Wednesday, Jul 01, 2015	Thursday, Jul 02,	Friday, Jul 03, 2015	Saturday, Jul 04, 2015	Sunday, Jul 05, 2015	Monday, Jul 06, 2015	Tuesday, Jul 07, 2015	Wednesday, Jul 08, 2015	Thursday, Jul 09, 2015	Friday, Jul 10, 2015
Total Hours:			0															
Total Units:				0														

Warning message for exempt employee who did not enter any hours

Error and Warning Messages

Earning	Shift	Time Entry Date	Hours	Message
				WARNING No hours entered.

If you select the Error link from the department summary sheet for the non-exempt employee, however, you will see that it is a true error.

Employee ID and Name: 992345748 Franny Fortana	**Department and Description:** R 99123 Training ORGN
Title: 990071-01 Prof Serv Spec 3 Admin Serv	**Transaction Status:** Error

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Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Jun 27, 2015	Sunday, Jun 28, 2015	Monday, Jun 29, 2015	Tuesday, Jun 30, 2015	Wednesday, Jul 01, 2015	Thursday, Jul 02, 2015	Friday, Jul 03, 2015	Saturday, Jul 04, 2015	Sunday, Jul 05, 2015	Monday, Jul 06, 2015	Tuesday, Jul 07, 2015	Wednesday, Jul 08, 2015	Thursday, Jul 09, 2015	Friday, Jul 10, 2015
Total Hours:			0															
Total Units:				0														

Time In and Out

Earnings	Saturday, Jun 27, 2015	Sunday, Jun 28, 2015	Monday, Jun 29, 2015	Tuesday, Jun 30, 2015	Wednesday, Jul 01, 2015	Thu, Jul 201	Sunday, Jul 05, 2015	Monday, Jul 06, 2015	Tuesday, Jul 07, 2015	Wednesday, Jul 08, 2015	Thursday, Jul 09, 2015	Friday, Jul 10, 2015

Error for non-exempt employee who did not enter any hours

Error and Warning Messages

Earning	Shift	Time Entry Date	Hours	Message
				ERROR No hours entered.

Nothing further is needed from the Exempt (Warning only) employee.

The Non Exempt (Error) employee must log back into their own time sheet. Select the Restart button from the bottom of the page, and then enter their work and leave time, and then submit for approval. Neither the DTK nor the Approver can do this for the employee (once it is in error).

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