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Section No. 40400—Inquiry and Reporting	<b>TOPIC</b>	<b>ERROR MESSAGES</b>
	<b>DATE</b>	November 2015

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## Messages

### Message Indicator

This topic lists both online and report error messages. Each error message contains a message indicator of F, W, or I. These indicators are defined as:


Indicator	Description
<b>F</b> —Fatal	Some corrective action must be taken in order for the system to accept the transaction and update the record.
<b>W</b> —Warning	A problem may exist with an employee’s record, but entries will be accepted and processed.
<b>I</b> —Informative	For information only, no effect on processing.

### Online Messages

The messages in the following table are listed in alphabetical order with the message indicator and a description:

Message	Description
<i>Adj Empl Day Must Be 10 or 25</i>	<i>The adjusted employment date must always be the 10<sup>th</sup> or 25<sup>th</sup> of the month.</i>
<i>Ann Stat Must Be N, U, or Y</i>	Valid codes for the annual leave status must be equal to N, U, or Y.
<i>Batch Has Been Deleted</i>	This batch was flagged for deletion and cannot be deleted a second time. The batch number cannot be used again until the batch has actually been deleted by the system. This is confirmed if the batch does not appear on HMSUS the following day.
<i>Bonus Limit 80 Hrs Exceeded</i>	<i>The transaction for bonus earned would cause the balance to exceed the allowable maximum.</i>
<i>Comp Leave Status Must be N or Y</i>	An invalid compensatory leave status indicator was entered.
<i>Comp Limit 24 Hrs Exceeded</i>	The comp earned transaction exceeds the allowable limit of 24 hours per comp earned entry.
<i>Date Past Period End Date</i>	The “to” date extends into a future leave period or the period start date needs to be updated to the beginning of the current period due to a LWOP condition. Only current or prior period transactions are accepted. <i>Or the from date entered is after the to date entered.</i>

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### Online Messages, continued

<b>Message</b>	<b>Description</b>
<i>Duplicate Request Entered</i>	<i>The leave history request already resides on the request screen.</i>
<i>Emp Freq Not in 79 – 89 Range</i>	<i>A leave history request has been entered for an employee that is not in a semi-monthly frequency.</i>
<i>Emp No Not on HOB Master</i>	<i>The employee has not been established in the CIPPS-Payroll masterfile.</i>
<i>Emp Process Indicator = N</i>	No transactions may be entered for employees with a process indicator equal to “N.”
<i>Emp Terminated, Not Elig For LV</i>	<i>The transaction entered is for a terminated employee.</i>
<i>Employee Not Found (Leave File)</i>	The employee has not been established in the CIPPS-Payroll masterfile.
<i>Employee Not Found On Master</i>	The employee has not been established in the CIPPS-Payroll masterfile.
<i>Employee Record Not Found</i>	The employee has not been established in the CIPPS-Payroll masterfile.
<i>FLSA Status Must Be E Or N</i>	Valid codes for FLSA are E for exempt or N for non-exempt.
<i>FLSA/OT Max Conflict</i>	The FLSA status indicator is set to “E” and the OT Max is set to either a 1 or 2.
<i>Freq Not In 70 89 Range</i>	<i>A leave history request has been entered for an invalid frequency.</i>
<i>Invalid Leave Hours</i>	<i>All hours entered per transaction must be greater than zero.</i>
<i>Invalid Activity Leave Type</i>	<i>The leave type requested is invalid.</i>
<i>Invalid Annual Leave Status</i>	<i>An invalid annual leave status code has been entered.</i>
<i>Invalid Begin Leave Date</i>	<i>The begin leave date on HPIUS is not in MM/DD/YYYY format.</i>
<i>Invalid Emp Status</i>	<i>This employee is not eligible for leave processing due to the employee status indicator on HOBES. Contact agency payroll to determine the appropriate status indicator.</i>
<i>Invalid End Leave Date</i>	<i>The end leave date on HPIUS is not in MM/DD/YYYY format.</i>

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### Online Messages, continued

Message	Description
Invalid FLSA Status	Valid codes for FLSA are E for exempt or N for non-exempt.
Invalid Leave Date	The “from” and “to” dates are more than two years old or the period start date field on HPIUS contains zeros.
Invalid Leave Sign	The sign field on maintenance transactions must be “N” or “blank.”
<i>Invalid Leave Type for Non-TSLB</i>	<i>A transaction is entered to load TSLB leave but the TSLB indicator is set to ‘N.’</i>
<i>Invalid Leave Type for TSLB</i>	<i>A disability credit used transaction was entered but the TSLB indicator is set to ‘Y.’</i>
Invalid LV Type For Non SDP Part	A VSDP leave transaction is entered for a non-VSDP participant.
Invalid LV Type For SDP Part	A non-VSDP leave transaction is entered for a VSDP participant.
Invalid LV Type for Non SDP Recp	A SD leave transaction is entered for a non-VSDP recipient.
<i>Invalid Military Bank Status</i>	<i>The military bank status indicator must be “N” or “Y.”</i>
Invalid On-Call Leave Status	The on-call leave status indicators must be “N” or “Y.”
Invalid Overtime Leave Status	The overtime leave status indicator must be 0, 1, or 2.
Invalid HR SAL Indicator	The employee is an hourly employee and is not eligible for leave processing.
Invalid Sick Leave Status	An invalid annual leave status code has been entered.
Invalid SDP Participant	A value other than “Y” or “N” was entered in SDP Participant field.
Invalid SDP Recipient	A value other than “Y” or “N” was entered in SDP recipient field.
60-Day Ind Must Be N or Y	An invalid 60-Day leave indicator was entered.

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Message	Description
Invalid Vac Pay Method	The employee was first established in a frequency other than a semi-monthly frequency on HOBNE. Contact DOA to establish the vacation pay method.
<i>Invalid 60-Day Leave Indicator</i>	<i>The 60-Day Leave indicator must be "N" or "Y."</i>
<i>Leave Hour Balance Exceed Limit</i>	<i>The transaction will cause Sick Family or Military Taken to exceed the allowable limit.</i>
Leave Hours Will Be Chained	The requested transaction exceeds the available balance for that leave type. Hours will chain to other available balances.
Mil Bank Stat must be N or Y	The only valid values for this status field are N or Y.
Mil Bank Lve Bal exceeded	Hours entered are greater than the available balance.
<i>Mil Earn Not Allowed on Activity</i>	<i>To load Military Leave Bank hours a maintenance transaction is required.</i>
No Comp Period Record Found	The employee has not been established in the payroll masterfile.
No Request Date Found	The leave history request screen has no noted requests.
Not Eligible for leave type	An invalid value is being entered for this leave type.
Not SDP Part-Default Recp to N	SDP Participant field contains an "N" and a "Y" is entered in the SDP Recipient field.
On-Call Stat Must Be space, N or Y	Valid on-call status indicators are "N" or "Y."
OT Stat Must Be 0, 1, 2, or 3	A value other than 0, 1, or 2 has been entered for the OT status indicator.
Overtime Limit 36 Hrs. Exceeded	The overtime earned transaction exceeds the allowable limit (24 x 1.5 = 36).
Page Number Must = 1 For Calculation	When performing batch balancing, there must be a page 1. If the batch to be balanced has no page 1 contact DOA.
Page Number Must = 1 For Deletion	To delete a batch, there must be a page 1. If the batch to be deleted has no page 1 contact DOA.

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### Online Messages, continued

Message	Description
Percent Employment Too Large	The percent on HPIUS must be greater than zero and less than or equal to 100.
<i>Period St Day Must be 10 or 25</i>	<i>The period start date must always be the 10<sup>th</sup> or 25<sup>th</sup> of the month.</i>
Process Ind Must be “N” or “Space”	An “N” or “space” are the only valid values for process indicator on HPIUS.
SDP EMPL Date Must Be 1st	A date other than the first of the month is entered in the SDP Employ Date field.
SDP Empl Date Must Not Be Blank for Participant	SDP Participant field contains a “Y” and no date is entered in the SDP Employ Date field.
SDP Empl Date Must Be Blank for Non Participant	SDP Participant field contains a “N” and a date is entered in the SDP Employ Date field.
SDP EMPL Date Cleared	SDP Participant field is changed to a “N” and a valid date appears in the SDP Employ Date field.
Set Sick Accrual IND to N	SDP Participant field is changed to a “Y” and a “Y” appears in the Sick Leave field.
Set Sick Accrual IND to Y	SDP Participant field is changed to a “N” and a “N” appears in the Sick Leave field.
Sick Stat Must Be N, U or Y	An invalid sick leave status indicator was entered.
Use Activity Screen HMSUA	The batch number has been assigned to an activity batch, duplicating batch numbers.
Use Maintenance Screen HMSUM	The batch number has been assigned to an maintenance batch, duplicating batch numbers.

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### Report Error Messages

The report messages in the following table are listed by report with the message indicator and a description:

Report	Message	Description
U056	Adjusted Emp Date Missing. No Accruals Processed	The employee does not have an adjusted employment data on HPIUS. No annual or sick leave accruals were processed. Enter date and maintenance may be required to leave balances.
	Employee Exceeds Max Days of 730 for LWOP	The employee has been on LWOP for more than 730 days and the adjusted employment date on HPIUS must be updated manually.
	SDP Emp Dt Missing	No date has been entered on HPIUS for this employee. Employee may not receive sick and family personal allocations at the beginning of the calendar year.

Report	Message	Description
U010	Bonus Detail Is Not Equal To Bonus Sum	The Bonus Leave balance does not equal the sum of the Bonus Leave detail records. Report U038 is generated. No transactions will be accepted by the system until DOA is asked to correct the problem.
	<i>Bonus Earned Hours Exceed 80</i>	<i>Transactions causing the YTD accumulation to exceed the 80 hour maximum chain.</i>
	Check Prior Pay Period Accruals	The “from” and “to” dates apply to a previous leave period. Balances should be checked (prior to accruals for that period) to ensure there was sufficient leave to cover this leave type. Maintenance may be required.
	Comp Detailed ≠ Comp Sum	The compensatory balance does not equal the sum of the compensatory detail records. Report U043 is generated. No transactions will be accepted by the system until DOA is asked to correct the problem.
	Employee Not Eligible For Leave Type	A leave status flag for this leave type is set to a value of “N.” This indicator must be changed to allow transactions to process.
	Hours Must Be < Than 100	The hours entered on an activity transaction exceed the maximum of 99.9 for a pay period.
	<i>Invalid Leave Type for Non-TSLB</i>	<i>A NT transaction entered for an employee who converted sick hours to disability credits.</i>

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### Report Error Messages, continued

Report	Message	Description
U010	<i>Invalid Leave Type for TSLB</i>	<i>A DC transaction entered for an employee who banked his traditional sick leave hours.</i>
	<i>Invalid LV type for Non SDP Participant</i>	<i>A DC transaction entered for a Non-VSDP participant was rejected.</i>
	Negative Leave Balance	A maintenance transaction was entered with an “N” sign causing the YTD balance to become negative. All transactions will reject until DOA is notified to correct the problem.
	Recg Detail is Not Equal to Recg Sum	Detail entries on HPEUN do not add up to the current balance total on HPHUN. All transactions entered will be rejected until the condition is reported to DOA and corrected.
	Recognition Leave YTD Earned Hrs Exceed 40	Transaction would cause the YTD Earned to exceed the 40 hour maximum.
	<i>SDP Participant – Sick Earned Not Allowed</i>	<i>An SE transaction entered for a VSDP participant was rejected.</i>
	<i>SDP Participant – Sick Fam Taken Not Allow</i>	<i>An SF transaction entered for a VSDP participant was rejected.</i>
	<i>To Date Exceeds End Of Period</i>	<i>A future dated transaction was rejected.</i>

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continued

Report	Message	Description
U011	<i>Annual Earned Bal Exceeded</i>	<i>The maintenance reversal transaction for AE exceeds the available balance.</i>
	<i>Bone Marr/Org Lv Limit Exceeded</i>	The transaction entered when added to existing balance exceeds the max limit of 240 hours. Hours will be chained to other leave types.
	<i>Bonus Earned Bal Exceeded</i>	<i>The maintenance reversal transaction for BL exceeds the available balance.</i>
	Bonus Earn Breakdwn Hrs Exceeded	Transaction was entered to adjust a period balance that contains insufficient hours to process the adjustment.
	Civil Leave Exceeded	The maintenance reversal transaction for JT exceeds the YTD usage.
	<i>Community Srv Lv Limit Exceeded</i>	This maintenance transaction has been rejected. The maximum number of hours allowed for an “SA” maintenance transaction is 8 hours. The entry must be adjusted.
	Comp Earn Breakdown Hours Exceeded	Comp leave earned maintenance transactions with a sign of “N” do not match the original comp earned dates. Check HPFUN to ensure there are enough hours in the period to adjust before re-entering the transaction.
	<i>Comp Earned Bal Exceeded</i>	<i>The maintenance reversal transaction for CE exceeds the available balance.</i>
	<i>Comp Taken &gt; Than Comp Earned</i>	<i>Compensatory taken transaction is larger than the available balance.</i>
	<i>Disability Credit Bal Exceeded</i>	<i>The maintenance transaction for DC exceeds the available balance.</i>
	<i>DT From Precedes Bonus Earn DT</i>	<i>Transaction entered contains a Date To that is prior to the Date From.</i>

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### Report Error Messages, continued

U011	<i>DT From Precedes Comp Earn DT</i>	<i>Transaction entered contains a Date To that is prior to the Date From.</i>
	DT From Precedes Recg earn DT	Transaction entered contains a Date To that is prior to the Date From.
	Ed Conf Leave Exceeded	The maintenance reversal transaction for ET exceeds the YTD usage.
	Family Sick Leave YTD Exceeded	The family sick leave limit of 48 hours is exceeded and the excess hours will be chained to other available leave types.
	Hours Distributed	A leave transaction has exceeded the available balance and the hours have chained to the next available leave balances.
	Layoff Leave Hours Exceed 80	Transactions causing the YTD accumulation to exceed the 80 hour maximum chain.
	Layoff Lve Hours Cannot be < 0	Transaction would cause the YTD accumulation amount to reduce to a balance below zero.
	<i>Military Leave Limit Exceeded</i>	<i>The transaction would cause the YTD to exceed the maximum of 120 hours.</i>
	<i>Military Lve Bank Bal Exceeded</i>	<i>The maintenance reversal transaction for MB exceeds the available balance.</i>
	<i>OE &gt; Than FLSA Limit</i>	<i>Transaction rejected as it would have exceeded the allowable maximum of Overtime balance.</i>
	Other Leave Exceeded	The maintenance reversal transaction for OT exceeds the YTD usage.
	Overtime Leave Bal Exceeded	This OE transaction causes the overtime leave maximum balance (240 or 480 hours) to be exceeded. Adjust the transaction.

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### Report Error Messages, continued

Report	Message	Description
U011	Recg Earn Breakdwn Hrs Exceeded	Transaction was entered to adjust a period balance that contains insufficient hours to process the adjustment.
	Recognition Earned Bal Exceeded	Transaction would cause the recognition balance to exceed an 80 hour maximum – current year 40 maximum plus a carryover of 40 hours from the prior calendar year.)
	Recognition Earned YTD Exceeded	Transaction would cause the YTD Earned to exceed the 40 hour maximum.
	Recognition Earned Per Exceeded	Transaction would cause the Period Earned to exceed the 40 hour maximum.
	Recg Leave Used YTD Exceeded	Transaction would cause the YTD Used to exceed an 80 hour maximum (two calendar year 40 hour rewards).
	Recg Lve Used Period Exceeded	Transaction would cause the Period Used to exceed an 80 hour maximum (two calendar year 40 hour rewards).
	<i>S/T Diabil Used YTD Exceeded</i>	<i>The maintenance reversal transaction for DC exceeds the available balance.</i>
	Sick Leave Balance Exceeded	The maintenance reversal transaction entered for SP or SF exceeds the sick personal balance.
	Workman's Compensation Leave Exceeded	The maintenance reversal transaction for WT exceeds the YTD usage.
	<i>Trans Flushed/ Prior Year</i>	<i>A transaction is trying to adjust bonus, compensatory, or recognition leave beyond 12 months.</i>
	Total Update Exceeded	No more than 999.9 hours may be processed during any one leave period.

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### Report Error Messages, continued

Report	Message	Description
U013	Deleted Transaction	This transaction has been deleted and will not be updated against the employee's balance.

## Contacts

**DOA Contact** Director, State Payroll Operations  
Voice: (804) 225-2245  
E-mail: [Payroll@doa.virginia.gov](mailto:Payroll@doa.virginia.gov)

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