



University of Connecticut

Automatic Enrollment into Time and Labor Error Messages

Purpose: Use this reference material to determine how to resolve errors messages that can occur during the automatic enrollment of employees at Time Reporters in Core-CT. These errors prevent employees from being successfully employees as Time Reporters or enrolled in leave plans automatically.

Auto Enrollment Process	Auto Enrollment Error Message	Explanation	How to Resolve
Time and Labor	Employee not eligible for any enrollment group	<p>The employee is in a bargaining unit and workgroup assignment that is not eligible for automatic enrollment into Time and Labor. The following bargaining units and employee types will be automatically enrolled:</p> <ul style="list-style-type: none"> • USL – UConn Student Labor • UWS – UConn Student Work Study • USPT – UConn Special Time Reporters • Salaried employees 	<p>You must manually enroll the employee in Time and Labor via the Create Time Reporter Data page. Then manually assign leave, compensatory time plans and schedules, if applicable.</p>
Time and Labor	Employee eligible for more than one enrollment group	<p>This error is generated due to an incorrect employee type and bargaining unit combination entered on Job Data.</p> <p>The employee is a salaried employee with a bargaining unit of USL, UWS or USPT populated.</p>	<p>If the employee is a salaried employee, remove the bargaining unit value of USL, UWS, or USPT from Job Data and save. After the nightly batch process is run, validate the employee is successfully enrolled.</p> <p>If the employee is in the bargaining unit of USL, USPT, UWS, the employee should not have an employee type of salaried. Correct the employee type on Job Data and save. After the nightly batch process is run, validate the employee is successfully enrolled.</p> <p>Manually enroll the employee in Time and Labor via the Create Time Reporter Data page. Salaried employees are assigned to workgroup: <i>100TLEXMPT</i></p>

Auto Enrollment Process	Auto Enrollment Error Message	Explanation	How to Resolve
Time and Labor	Job data changes are done beyond the specified retro limit. Please review and take necessary corrective actions on the enrollment data.	This error is generated because the employee’s Job Data row effective date is more than two months prior to the current date.	For employees who are hired or who require payment for greater than two months (i.e. four pay periods), contact the HR and Payroll Administrators for further action.
Time and Labor	All rows added to Time Reporter Data must be effective dated as indicated below: (20300, 1026) Error saving Component Interface. {CT_TL_AENRL_EMPL_DATA_M_CI} (91, 37)	This error is generated because the Time Reporter effective date is incorrect. The effective date should be one of the following: <ul style="list-style-type: none"> The first day of a time reporting week to prevent days from being inaccessible on the time entry pages OR <ul style="list-style-type: none"> The effective date of the HIR, REH, or XFR Job Data row. (**You must save the Job Data row before adding the Time Reporter Data row**) 	Manually enroll the employee in Time and Labor via the Create Time Reporter Data page using an effective date that is the first day of a time reporting week (Friday).
Time and Labor	Invalid value – press the prompt button or hyperlink for a list of valid values (15, 11). Error changing value.	This error is generated because one or more values configured for the specific bargaining unit workgroup assignment is not valid.	You must contact the Time and Labor Administrator.
Leave	Employee has existing leave plan enrollment and was not processed.	Employees who are transferring and have a leave plan active in the same plan type will not be automatically enrolled.	Manually enroll the employee into the appropriate leave plan.
Leave	Job effective date greater than 2 months.	Employee’s Job Data effect date is more than two months prior to the current date. Employee was not automatically enrolled into a leave plan.	For employees who are hired or who require payment for greater than two months (i.e. four pay periods), contact the HR and Payroll Administrators for further action.