



# University of Connecticut

## List of Exceptions

**Purpose:** Time flagged with a High exception will cause incorrect payroll processing in Core-CT. Each day an exception error is created, no payment of that time will process. High exceptions need to be resolved by the employee, the time approver, for the employee to be paid. Use this reference material as a guide to correct an exception on the timesheet.

Exception ID	Severity	Description	Next Steps
CTXTLDOT	High	Invalid Q TRC	An invalid Q TRC has been reported for this employee. The employee must update the reported time to change to a valid Q TRC that corresponds with the employee’s job code.
CTXTLOT1	High	Not Eligible for Overtime	The employee’s time reporter indicator for overtime is set to “N.” If the employee is eligible for overtime, work with the Payroll Department to update the employee’s time reporter indicator for overtime to “Y.” If the employee is not eligible for overtime, update the employee’s timecard.
CTXTLS01	High	Sick Funeral Non-Immediate Family	The employee has exceeded the sick funeral non-immediate family limit. The employee must verify the time. If incorrect, update the reported time on the timesheet. If correct, verify that the balances aren’t exceeded and contact Payroll to rectify the exception.
CTXTLS02	High	Sick Family	The employee has exceeded the sick family limit. The employee must verify the time. If incorrect, update the reported time on the timesheet. If correct, verify that the balances aren’t exceeded and contact Payroll to rectify the exception.
CTXTLS03	High	Sick Birth, Adoption, Custody	The employee has exceeded the sick birth, adoption, custody limit. The employee must verify the time. If incorrect, update the reported time on the timesheet. If correct, verify that the balances aren’t exceeded and contact Payroll to rectify the exception.
CTXTLS04	High	Sick Funeral	The employee has exceeded the sick funeral immediate family limit. The employee must verify the time. If incorrect, update the reported time on the timesheet. If correct, verify that the balances aren’t exceeded and contact Payroll to rectify the exception.

Exception ID	Severity	Description	Next Steps
CTXTLS05	High	Unpaid Limit Exceeded General Letter 34	The employee has exceeded the maximum allowed unpaid time under General Letter No. 34. The reported time entry needs to be corrected.
CTXTLS06	High	Unpaid Limit Exceeded General Letter 34	The employee has exceeded the maximum allowed unpaid time under General Letter No. 34. The time is "Record Only" and an adjustment is needed.
CTXTLSSW	High	Sick Leave for Service Worker	The employee's Department ID does not match the TCD interface ID.
CTXTLSTP	Low	Invalid Step for Salary Plan	Time Administration cannot process the employee's week or shift differential because the salary plan and job code combination is invalid. The reported time needs to be adjusted and the timesheet needs to be resubmitted.
CTXTLWSD	High	Time Over Work Study Balance	Time entered on the timesheet is over the work study balance. The employee must reduce the time entered on the timesheet to be within the allocated work study balance.
CTXTLWSP	High	Time Past Semester End Date	Time entered on the timesheet is for a date past the work study end date defined for the semester. The employee must remove the reported time and enter time for valid dates within the semester.
TLX00001	High	Invalid Comp Time TRC/Balance	<p>Invalid comp time for the following reason(s):</p> <ul style="list-style-type: none"> <li>• TRC not in the employee's Comp Plan.</li> <li>• TRC not in the employee's TRC Program.</li> <li>• Comp time balance is below the maximum negative hours allowed on the comp plan, or below zero if going negative is not allowed.</li> <li>• Comp time balance exceeds the maximum positive hours allowed on the comp plan.</li> </ul> <p>Verify the employee is enrolled in the appropriate comp plan, and update the employee's time reporter data, if necessary.</p>
TLX00010	High	Invalid Leave Time Taken	<p>Invalid leave time for the following reason(s):</p> <ul style="list-style-type: none"> <li>• TRC not mapped to an earnings code defined with hours taken accrual.</li> <li>• Employee is not enrolled in the leave plan as of the date reported.</li> <li>• The leave balance is less than the limit allowed for the plan.</li> </ul> <p>Verify the employee is enrolled in the leave plan that corresponds to the leave time taken, and update the employee's leave plan, if necessary.</p>

Exception ID	Severity	Description	Next Steps
TLX00030	High	Inactive Time Reporter Status	The employee's status is Inactive on Job Data and cannot be processed by Time Administration. If the employee is not longer employed by the University, contact Payroll to update the employee's time reporter status to Inactive on the Maintain Time Reporter Data page, and delete any time posted to the timesheet after the employee's Inactive date.
TLX00040	High	Invalid Taskgroup	The employee's taskgroup is not valid as of the reported date.
TLX00060	High	Invalid Task Profile	The employee's task profile is not valid as of the reported date.
TLX00070	High	Task Profile not in Taskgroup	The employee's taskgroup is not associated with the task profile as of the reported date.
TLX00080	High	Task Profile not in Taskgroup	The employee's taskgroup is not associated with the task profile as of the reported date.
TLX00090	High	Task Values Required	The employee must verify the required task elements on the task template of the taskgroup to ensure valid task reporting.
TLX00100	High	Invalid Task Value	The task element(s) specified should not be reported according to the task template.
TLX01540	High	More than 24 hours reported	More than 24 hours a day has been reported on the timesheet. The employee must update the reported time to reflect accurate time worked and resubmit for approval.
TLX01590	High	Cannot report override rate	An override rate has been reported with a TRC type that uses amounts only. The employee must delete the override rate from the row of reported time on the timesheet and resubmit for approval.