

Each time you save, you will receive different messages. If you are unable to save, you have errors. Below are some of the most common errors.

Reminder: After you have entered your time, you should always click Save to verify it is correct.


There are three kinds of errors that may appear on the time recording screen. They will be red, yellow or green.

- Red messages indicate critical errors that must be fixed before your time can be saved.
- Yellow messages need to be reviewed before proceeding. They are informational only and will not stop your time from being saved.
- Green messages are informational only and inform you that a process has been completed.


Red messages let you know there is an error on the timesheet. You will not be able to save the timesheet if you have a red error. In the example below, the employee has entered more regular hours than they are scheduled to work. If you get this error, you will need to correct the error before it will let you save.

 10/16/2015 - Use '6ADL' for worked hours over daily schedule or make sure absences entered do not exceed daily scheduled hours

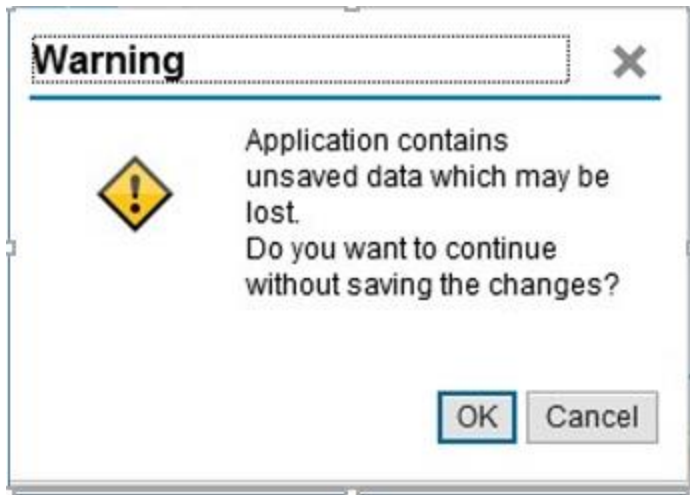
Yellow messages are cautions. For example, if you have worked additional hours (6ADL), you will see the caution message below. It is letting you know you have worked hours beyond your typical scheduled day.

 Number of hours recorded 9.50 exceeds target hours 7.50

Green messages are informational and will not stop you from saving the timesheet. The system will let you know the data has been saved. **You should wait to see this message before using the Close button.**

 Your data has been saved

If you try and close the timesheet before you save, you will see the message below. This should remind you to save the timesheet. Click Cancel and it will take you back to the timesheet to save.



Note: Selecting OK will not save your data. Select Cancel then save and close to record the data.