

Error Messages



Approver's position is vacant for the pay period

Has the approver transferred or promoted to another position? Has approver terminated employment? Need to update with approver information from department. Contact payroll department at hr@udmercy.edu



Approver not in GOAEACC

When an approver or acknowledge is not set up in GOAEACC or in Oracle, the end user cannot open their timesheet or leave report. Contact payroll department at hr@udmercy.edu



No Hours Entered

No hours have been entered into the timesheet and the record is in Error status. Staff and student timesheets cannot be submitted without any hours.



Approval Not Allowed

A record was attempted to be approved more than once. This may occur when the approver double-clicks on the Approve button, or attempts to use the Web browser back button to return to records already approved.



Time Transaction Already Exists

This notifies the employee that they have already attempted to start a time sheet that has already been initiated and is In Progress status. This error can occur when a user clicks on the Web browser back button after previously selecting and starting a time sheet.



Submit Not Allowed

A record was attempted to be submitted more than once. This error can occur when a user double-clicks on the Submit for Approval button, or if the user attempts to use the Web browser back button and make changes to the record after it has been submitted.



Warnings (Possible Insufficient Leave Balance)

Warnings will appear when a timesheet is submitted with exception time usage that could potentially be in excess of an employee's leave balance. This is only a warning; and will not affect payroll processing.