

Warnings and Errors

Refer to Business Processes and contact OIIT for help. It's best to resolve all issues before they become a DBI.

Process	Error / Warning Message	
BORM02ED – Time Entry Pay Edit	Invalid One-Time Deduction. The one-time deduction (displayed below) was not found to be valid for the employee.	This can result from it being a duplicate of another entry and also an override to a general deduction marked for garnishment processing. Verify employee's enrollment in benefit or general deduction. Correct as needed
BORM02ED – Time Entry Pay Edit	Earnings Code not in Program. The Earnings code specified is not found in the Earnings program.	Verify earn codes assigned to Earnings program. May occur when entering time directly into paysheet.
BORM02ED – Time Entry Pay Edit	Job #, Action (REH or HIR) changed to Active this period on XX/XX	Review check to verify that correct hours are paid. Do this AFTER running Time Entry Pay Update for the last time.
BORM02ED – Time Entry Pay Edit	Job changed to inactive, then active, during pay period. Use paysheet.	This is an error – not a warning! You must enter/correct time entry on the paysheet/payline. In the pay period, the employee's status changed from Active to inactive. In order to pay the employee for all hours worked or to process exception time reported, data must be entered manually on the employee's payline.
BORM02ED – Time Entry Pay Edit	Hours reported is less than standard hours.	Be sure the system doesn't try to default to standard hours. This occurs when an employee becomes active/inactive in the middle of a pay period.
BORM02ED – Time Entry Pay Edit	Salaried Leave hours outside range of 0-2080 hours.	Indicates that exception time reported exceeds normal number of annual hours worked.
BORM02ED – Time Entry Pay Edit	Pay Begin Date out of Range.	Monthly time entry only. Displayed when Pay Begin date is more than 30 days prior to the Pay Period Begin Date.
BORM02ED – Time Entry Pay Edit	Sick Leave Accrual < 0. Please adjust accrual balance.	This may occur if an employee's leave time is not processed by Pay Edit, but, processed directly from the paysheet. It is possible that an employees leave balance could be negative in PeopleSoft, contrary to BOR Policy. Consequently, the employee's leave balance should be set to 0. The employee should receive uncompensated time for the negative balance.
PAY034 – Presheet Audit	Job Data Not Found. The employee displayed below is not found in the Job Table.	Verify hire dates and Rebuild Primary Job flags.
PAY034 Presheet Audit	Benefit Program Participation Record is Missing.	All Benefits should point to Benefit Record "0". To correct Navigate to: Job Data/Benefits Program participation – change Benefits Record # to "1" (or appropriate #) Save. Then Navigate to: Benefits/Enroll in Benefits/Assign to Benefit Program –open the appropriate EMPLID Record # and be sure the Benefit program is correct, Save. Navigate to Job Data/Benefits Program participation page and change the Benefit Record # back to "0", Save.
PAY034 – Presheet Audit	Health Plan is not valid for Benefit Program.	Verify employee's enrollment. The employee's Pay Group may have changed without updating the Benefit Program. Also, if the employee or spouse now
PAY034 – Presheet Audit	Life Plan is not valid for Benefit Program.	
PAY034 – Presheet Audit	Leave Plan is not valid for Benefit Program.	
PAY034 – Presheet Audit	Retirement Plan is not valid for Benefit Program.	
PAY034 - Presheet Audit	Benefit Not Found – The Benefit Plan / Deduction Code is not found for the Benefit Program defined for this employee.	Verify that the employee's enrollment and Benefit participation record are correctly matched.
PAY034 – Presheet Audit	Tax Distribution Records Not Present.	Be sure date matches hire date on each record number. Hire dates are not in sync between Personal Data, Job Data and Tax Pages. Verify dates on – Identity Diversity, Job Data, Employment Data, Tax Distribution and Federal Tax Data pages.
PAY034 – Presheet Audit	No Primary Job for Benefits. This employee has no Primary Job for Benefits in effect as of the Pay End Date, for the indicated Benefit Record. A Primary Job must be identified for each Benefit Record in order to calculate deductions (costs) for benefits.	Rebuild Primary Job Flags – good idea to run the Audit and Rebuild if necessary before running each payroll.

PAY034 – Presheet Audit	More than one Primary Job for the Benefit Record. Each EMPLID should have only 1 Primary Job Record even though multiple Concurrent Jobs may be present.	The Best Business Practice is to designate Record 0 as the Primary Job record.
PAY034 – Presheet Audit	Primary Work Location Not Found. The employee did not have a state or local tax data record that indicated that it was the primary work location. The employee was added to the paysheet but the state must be updated in order to successfully calculate pay.	The first effective date for employee tax data should be the same as the original hire date.
PSPPRUN – Pay Calc	No tax distribution record. Employee is required to have at least 1 tax distribution record to define work state/locality.	Click off Job pay and key in the State and Locality tax fields.
PSPPYRUN Pay Calc	FLSA Period Mismatch Warning: The Earnings Begin Date is not within a FLSA Period Begin Date.	Correct date on paysheet and recalculate.
PSPPYRUN – Pay Calc	No entry in the Primary Jobs table for this Job.	May have occurred when employee had multiple jobs and the primary job was terminated. Rebuild Primary Job flags.
Defaulted Standard Hours	If any changes are made to an employee's record after Pay Update has been run, the employee's standard hours will overlay the hours from Pay Update when Pay Calculation is run. We recommend that the following sequence be followed with regards to Pay Update and Pay Calculation to avoid this problem: Run Pay Update. Perform any maintenance required on the employees. Run Pay Calculation (at this point std hrs will default). Run Pay Update (hours from time entry will overlay std hrs). Run Pay Calculation (hours from Pay Update will calculate).	Calc, Update, final Calc (with Preliminary Calc OFF) will prevent standard hours from defaulting. Once the final Calc is run (using re-calc all) the process flag is turned on, standard hours will not default as a result of changes by HR or self service users.
PAY018 – Payroll Summary Report	Tax Distribution problem reflected on Page 6 - More than one row on the State and Local Taxes.	Occurs when the "home" state has the "resident box" checked ON instead of GA having the "resident box" checked ON. It can be in the State or Local tabs on the Employee Pay Data pages. NGCSU has a query written that shows residency status, which makes it easy to identify which employee is effected. They will be glad to share if anyone wants it.
PSPCNFRM – Pay Confirm	Cannot Calculate for Employee. This check cannot be calculated because the employee has check(s) that have been calculated and not confirmed. The check(s) calculated are not part of this run.	Caused by creating Off-Cycle checks attached to a future pay run. User should not begin a new pay run and attach Off-Cycle checks until the previous pay cycle has been closed for Off-Cycle processing.
PSPPFUND – Paycheck Distribution Process	Account Not Found. Account is not defined / inactive for the specified account code on Account Code Table. It would be blanked out on Actuals Distribution.	This is a warning on Paycheck Distribution. User must manually edit the account code on the Review Actuals Distribution page. May be the result of an invalid account number assignment or effective date. Verify account with Financials and add correct account number if necessary. Correct effective date if needed – must be equal to or less than the pay period begin date.
PSPPFUND – Paycheck Distribution Process	Earnings/Deduction/Taxes Distributed – Suspense. The maximum funding amount was exceeded and distributed to the department Suspense Account. When 'Distribute With This Error' is checked for this error message (Pay message Table), and the suspense is not desirable adjust department funding.	This is a warning on Paycheck Distribution. User must manually edit the account code on the Review Actuals Distribution page.
PSPPFUND – Paycheck Distribution Process	No Budgeting Distribution if Effect at this time.	Set the effective date of the department budget earnings row to be equal to or less than the earliest earnings date on the employee's payroll.
Paycheck Redistribution – Review Actuals Distribution	Duplicate key value – not allowed. You have entered a key value for a scroll item that is a duplicate of another scroll item. The record definition indicates that the record does not allow duplicate entries.	Occurs when making changes in Review Actuals distribution and user attempts to insert a new row for an existing value. User should combine amount on one row if allocated to the same account number.
BORIF01 – Execute GL Interface to PS Financials	An error has occurred that has stopped this transaction from continuing "No matching buffer found for level".	Occurs when an employee has both on-cycle and off-cycle calendar check(s)/advice(s) for the same pay period end date. GL is out of balance because of the manually populated records for the off-cycle check on the Review Actuals Distribution. A DBI is required for correction.
BORIF01 – Execute GL Interface to PS Financials	Account Code is invalid. "999999"	Verify presence of the account code for the deduction. Then verify that the effective date of the deduction code and account code are the same.

BORIF01 – Execute GL Interface to PS Financials	General Ledger Interface out of balance. (Due to ORP Distributions).	The ORP Distribution Process can only be run ONCE for one Pay Run ID. What happened is a result of the ORP Distribution Process being run prior to confirming all Off- Cycle items. Since the ORP Distribution Process cannot be re-run, the off-cycle items didn't have the ORP deductions distributed and the GL Interface runs out of balance. The best practice to avoid this problem is to NOT process any off-cycle items after the on-cycle payroll is confirmed.
BORIF01 – Execute GL Interface to PS Financials	PROCESSING ERROR - Pay Distribution has not run for the following PayGroup:	Normally occurs when Off-Cycle checks or advices attached to the Pay Run have not been confirmed. User must detach all paygroups that have been confirmed
	**** ACCOUNTING SYSTEM INTERFACE FAILED ****	
	WARNING - CHECK NET PAY OUT OF BALANCE. CORRECT AND RE-RUN GL	
	WARNING - ADVICE NET PAY OUT OF BALANCE. CORRECT AND RE-RUN GL	
BORR123 – Garnishment AP Vendor Report	The process type Crystal for the program selected is not valid for server PSUNX(65,123). The process type is not registered as one of the types that can run on the selected server name as defined in the Server Definition page. Please select another Process Scheduler server name to run this program.	Occurs when running the Garnishment AP Vendor Report. Select "Run" again, open the dropdown box for "Server Name", select "PSNT" click "Okay" and the process should run to completion.
Entering Job Data	Highlighted fields are Required. Enter Data into highlighted fields.	Occurs when inserting a new row on Job data and the same position number is used,(the previous position data will pre-populates). In the event Position Data has been updated since the last job row, user must delete the position number and tab out of the field. Once the position number is re-entered the position will be refreshed with the new position data values.
Entering Position Pool Data	This overall position pool budget cap has been exceeded by lower level budget caps by the amount of 1. The lower level budget cap or caps exceeds a higher level cap. You must either increase the higher level cap or decrease the values of the lower level budget caps.	Occurs when there is a position-level Department Budget Table record setup for a uniquely funded position tied to a position pool. When a position is uniquely funded, it should not be tied to any position pool.
ADDITIONAL OIIT RESOURCES and SUPPORT: Contact the OIIT Helpdesk at		