

Exception ID	Description	Additional Information	Example/Explanation	Recommended Action
KS_40LIM / KS_80LIM / KS_FLSA	Rule 9 / 10 FLSA Hrs Exceeded	Hours exceeding FLSA limits.	Example: Non exempt 40 hr FLSA /7 Day employee recorded 42 hours REG which is 2 hours over the 40 hour FLSA limit.	Change the last 2 hours of REG to overtime or compensatory time.
KS_COMBO	KS Invalid Combo Code	Verify the following: 1) Combo Code used exists and is active; 2) Combo Code attached to the Task Profile used is active; 3) Combo Code is not blank when PC Chartfields are populated.	Example: The combo code has a status of inactive or has never been established or the combo code field is blank when the PC Chartfields are populated (SOKDETAIL Time Reporting Template).	Create a new, valid combo code or use an existing combo code and update the employee's timesheet with it. If the combo code is blank on the timesheet and the PC Chartfields are populated, add a combo code to the employee's timesheet.
KS_COMP	Rule 18 - Comp Time Balance	Insufficient Comp Time balance.	Example: Employee recorded Compensatory Time Taken (CMT) of 4 hours and the comp time balance is only 3.68 hours	Reduce the CMT to 3.50 and record another type of leave in the amount of .50.
KS_COMPH	Rule 18 - Holiday Comp Time	Insufficient Holiday Comp Time balance.	Holiday Comp Time Taken was recorded and the balance isn't sufficient	Reduce the HCT and record another type of leave.
KS_COMPT	Rule 14 - Compensatory Balance	Compensatory Time balance of xxx.xx. Balance cannot exceed a maximum of 240 hours. Enter Overtime instead.	Federal law limits compensatory balances to 240 hours.	Record overtime or compensatory time when balance will be over 240 hours.
KS_DISCR	Discretionary Day	Discretionary Day is taken on multiple days.	Discretionary Day hours may be recorded only on one day.	Change one of the DDY days to another type of leave.
KS_FULLLD	Full day exception	Exempt Leave Without Pay codes recorded with hours not in full day increments.	Example: Exempt recorded 1 hour LWP.	If the employee worked 7 hours and lists 7 REG and 1 hour LWP, replace the 1 LWP with 1 hour NWT (Paid Non Work Time).
KS_HALFD	Half day increment	Quantity must be in half day increment.	Holiday Comp Time Taken, Shared Leave, Sick Leave, and Vacation leave must be recorded in 1/2 or full day increments. Salaried employees only.	Change the exempt employee's HCT, SHL, SCK, VAC to a 1/2 day increment value, such as 4 or 8 hours.

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KS_OTC	Overtime FLSA threshold	Overtime/Comp Time Earned cannot be reported until FLSA limit is met.	Overtime or compensatory time is recorded before employee reaches the FLSA threshold.	Change the OTP/CME to REG. Once the FLSA threshold is reached (like 40 hrs/week) then record the OTP/CME.
KS_OVR24	Rule 17 - Over 24	Hours reported are not between 0 and 24.	Hours associated with a TRC were recorded with a value that doesn't fall between 0 and 24.	Change the hours to a .25 increment (from .25 up to and including 24 hours).
KS_QUART	Rule 3 Hrs not in .25 increments	Hrs not in .25 increments.	The hours associated with a TRC are not in quarter hour (.25) increments.	Change the hours to a quarter hour increment (.25, .50, .75, or .00).
KS_SLEXE	Positive Leave Balance	Positive Leave balance exists and Shared Leave is reported.	SHL was recorded when the employee still has a usable sick, vacation, comp time, holiday comp time or discretionary day balance (above 4 hrs -salaried employees).	Enter all available SCK, VAC, HCT, and DDY hours prior to recording SHL. Note: the Exempt employee's balance for the above leave types must be below 4 hours prior to recording SHL.
KS_SLNEX	Positive Leave Balance	Positive Leave balance exists and Shared Leave is reported.	SHL was recorded when the employee still has a usable sick, vacation, comp time, holiday comp time or discretionary day balance (above .25 hrs - hourly employees)	Enter all available SCK, VAC, HCT, and DDY hours prior to recording SHL. Note: the Non-exempt employee's balance for the above leave types must be below .25 hours prior to recording SHL.
KS_UND80	Rule 15 Reported Hrs < FTE Hrs	Reported hours are less than FTE hours.	Only for exempt employees. When the payable hours are less than the employee's FTE.	Example: 1.0 FTE exempt records only 72 REG hours and nothing else. In this case 80 hours should be recorded. If the intent is a day of leave without pay, enter 8 LWP or similar code.
KS_ZERO1	Rule 2 LGP/BDM is not a 1	LGP or BDM was recorded in an increment other than 1.	Quantity must be one (1) for the LGP or BDM Time Reporting Code.	Change the LGP or BDM to 1 hr for each day that needs to be paid.
TLX00010	Invalid Leave Time Taken	Invalid Leave TRC/Leave Time Taken.	Leave is recorded when employee has an insufficient leave balance.	Record another type of leave, or enter leave without pay.
TLX00040	Invalid Taskgroup	The reported Taskgroup is invalid as of this date.	The Taskgroup entered on the timesheet does not exist or is inactive as of the time period in which it is being reported.	Ask the Task Reporter to create a new Taskgroup and attach the appropriate Task Profiles to it (noting one as a default Task Profile on the Taskgroup Table). Then update the timesheet.

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TLX00060	Invalid Task Profile ID	The reported Task Profile is invalid as of this date.	The Task Profile entered on the timesheet does not exist or is inactive as of the time period in which it is being reported.	Choose a different Task Profile. After Payroll has been confirmed, request the Task Reporter create a new Task Profile and attach it to the appropriate Taskgroup(s). Do not update an employee's task profile on his or her timesheet if it has already been sent to Payroll. For exception cases when you have to update the task profiles in the middle of the pay period, you should not adjust any hours that have been entered for the task profile. Wait until payroll is confirmed to adjust in GL and TL.
TLX00080	Task Profile not in Taskgroup	The reported Task Profile does not exist for the taskgroup chosen.	The Task Profile entered on the timesheet does not exist within the Taskgroup selected.	Ask the Task Reporter to add the existing task profile to the specific taskgroup. Then update timesheet.
TLX00110	Invalid Combo Code	The reported Combo Code is invalid as of this date.	The Combo Code entered on the timesheet does not exist or is inactive as of the time period in which it is being reported.	Request Accounts and Reports, Payroll Section, add the combo code, or change the combo code on the timesheet to a valid one.
TLX00230	Invalid Activity ID	The reported Activity ID is invalid as of this date.	The Activity ID entered on the timesheet does not exist or is inactive as of the time period in which it is being reported.	Add the Activity ID to the corresponding project in SMART, or update the timesheet by selecting an existing Activity ID.
TLX00241	Invalid Resource Type	The reported Resource Type is invalid as of this date.	The Resource Type entered on the timesheet does not exist or is inactive as of the time period in which it is being reported.	Add the Resource Type in SMART, or update the timesheet by selecting an existing Resource Type.
TLX00261	Invalid Resource Category	The reported Resource Category is invalid as of this date.	The Resource Category entered on the timesheet does not exist or is inactive as of the time period in which it is being reported.	Add the Resource Category in SMART, or update the timesheet to use an existing Resource Category.
TLX00281	Invalid Resource Subcategory	The reported Resource Subcategory is invalid as of this date.	The Resource Subcategory entered on the timesheet does not exist or is inactive as of the time period in which it is being reported.	Add the Resource SubCategory in SMART or update the timesheet to use an existing Resource SubCategory.

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TLX00420	Invalid TRC	The reported Time Reporting Code (TRC) is invalid as of this date.	The TRC entered on the timesheet does not exist or is inactive as of the time period in which it is being reported.	Update the timesheet by entering a different TRC.
TLX00440	TRC is not in TRC Program	The Time Reporter's TRC Program is not associated with the reported TRC as of this date: <TRC>.	Example: NWT (Paid Non Work Time) was recorded for an hourly employee. NWT is only used by Salaried employees.	Update the timesheet by entering a different TRC.
TLX00450	Quantity exceeds TRC limits	The quantity reported (XX) is outside the minimum or maximum limits specified for the TRC (XYZ).	This message may appear when hours or dollars are above or below the amount allowed.	Update the timesheet by entering an acceptable quantity. Contact the Office of Personnel Services if there is a question about the minimum or maximum limits.
TLX00830	Invalid Reported Taskgroup	The Time Reporter's Department ID is invalid with the reported taskgroup <value>.	This may occur if the Department Table is updated in SMART (such as a Description update) and that update is not communicated to the Central SHARP team to update certain values on the SHARP Department Table.	Contact the Office of Personnel Services and ask that the Department Table be updated. Checkboxes for the following fields on the Department Table in SHARP need to be clicked on: (Use Comm. Acctg. / Budgeting; Use Actuals Distribution; and Use TL Distribution.
TLX01680	Project is not valid with Comb	The Project ID is not valid with this combo code.	May occur if an interface agency sends in a combocode with a different project ID from the project ID on the interface file. This exception means the Project ID on the combocode is different from the Project ID on the timesheet.	Choose a valid Project ID or change the combocode on the timesheet.