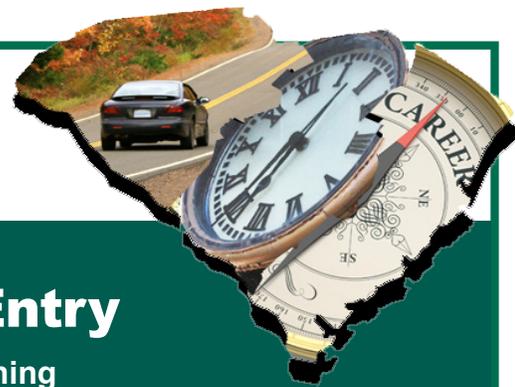


MySCEmployee

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Understanding Error and Warning Messages in ESS Time and Leave Entry

When Employee Self Service (ESS) users receive an error or warning message while entering time or leave, they can now view a helpful listing of common error and warning messages, along with “How to Fix” instructions to help them resolve issues quickly and easily.

How to View the Errors and Warnings Screen

To view a listing of common **Error and Warning Messages**, along with instructions on how to correct them when you receive an error or warning in the Leave Request or Enter Working Time screens, click the blue arrow along the upper, right edge of the screen to expand the **Detailed Navigation Menu**, then select **Error and Warning Messages** from the **Related Links** portion of the menu that appears when you are on these screens.

For convenience, the arrow to view the Detailed Navigation Menu in MySCEmployee is located in the same place on all ESS and MSS screens.

Note: The exact appearance of the **Detailed Navigation Menu** (shown at right) will vary based on the ESS screen in which you are working when you open it. Whether you are working in the Time Entry or Leave Request screen, select **Error and Warning Messages** from the **Related Links** section to view the **Errors or Warning Messages** screen.

How to Use the Errors and Warnings Screen

When you open the the **Errors and Warnings** pop-up screen (shown at right), you will see a listing of common errors and warnings that are customized based on whether you are working in the Time Entry or Leave Request screen.

Scroll through the listing of errors and warnings until you find the error or warning message you received, then follow the correction instructions under **How to Fix**.

Below are a list of common error and warning messages when entering working hours. Scroll through the following list to find your error or warning message and review how to fix.

Error Message:

- 07/17/2012: Attendance cannot be entered after 30 Days. Please contact HR/Time Administrator
- Erroneous records exist. Navigation is not possible

How to Fix: This error message is being displayed because the date you are trying to enter working hours is greater than 30 days in the past. The system will not allow you to enter your working hours for a date that is greater than 30 days in the past from today's date. If you have working hours that need to be entered which is greater than 30 days in past, please contact your time administrator who can enter your working hours in the backend of the system.

Error Message:

- Conflict with Absences / A1 Annual Leave (IT2001/2000) from 08/20/2012 to 08/20/2012

How to Fix: This error message is being displayed because a leave request has already been entered for the date you are trying to enter working hours. If you have entered leave by mistake or did not end up taking leave previously entered, please request leave to be deleted from leave request screen in MySCEmployee. The deletion of leave will