

***University of Rhode Island
E-Campus Human Resources
PAY734 - Payroll Exceptions Report
Error Message Descriptions***

This document contains information on the internal audit error messages for the University's In-House Payroll employees (Graduate Assistant, Student & Internal). The messages are displayed for administrative and hiring departments on the URI In-House Payroll Exceptions report, also called the "PAY734" report. The report is viewed at *Home > Administer Workforce > Administer Workforce (GBL) > Inquire > URI Inhouse Payroll Exceptions*.

FUNDING/DISTRIBUTION MESSAGES

All messages in this category are numbered in the 100's (ex. 101, 102, 103, etc).

#100 *Acct Code Used in Appointment Level Budget is Not Active Over Entire Appointment Timeframe*

#101 *Acct Code Used in Appointment Level Budget is Not Active Over Entire Appointment Timeframe*

#102 *Acct Code Used in Appointment Level Budget is Not Active Over Entire Appointment Timeframe*

Message Data 1 = The tab from the Appointment Level Budget that the error message is referring to (100 - ERN, 101 - DED, or 102 - TAX) and the active date of that account on the appt level budget.

Message Data 2 = The chartfield string used on the tab

What it means: The account that is selected for the earnings, deductions, or taxes distribution becomes inactive before the date that was entered on the department budget table as the inactive date. This message will display for both active and future dated appointment level budgets.

How can I fix it?: The department should change the dates for the distribution to reflect active dates for the account charged. Sometimes it may be necessary to check the status of any expected extensions for accounts that have not been processed in the e-Campus HR system yet.

What happens if I don't fix this? The dept budget table may be changed by an administrative office to distribute only during the active dates of the account listed. The charges for that job beyond the end date of the appointment level budget will hit the default account for that position or job code, unless the department indicates a different active account to be charged.

Responsible Offices: Budget Office/Payroll Office/Grant and Contract Accounting

#103 *Acct Code Entered in Appointment Level Budget is Currently Inactive*

#104 *Acct Code Entered in Appointment Level Budget is Currently Inactive*

#105 *Acct Code Entered in Appointment Level Budget is Currently Inactive*

Message Data 1 = The tab from the Appointment Level Budget that the error message is referring to (103 - ERN, 104 - DED, or 105 - TAX) and the active date of that account on the appt level budget

Message Data 2 = The chartfield string used on the tab

What it means: The account that is selected for earnings, deductions, or taxes distribution is not currently active in the e-Campus HR system. This message will display for both active and future dated appointment level budgets.

How can I fix it? The department should change the distribution to an account or accounts that are currently active.

What happens if I don't fix this? The dept budget table may be changed by an administrative office to hit the department's default account. Charges will then need to be adjusted back to the correct account via an In-House Payroll Adjustment Form.

Responsible Offices: Budget Office/Payroll Office/Grant and Contract Accounting

#106 *Active Appointment Level Budget Does Not Have an Inactive Row*

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Last saved by Sthompson 1/26/2007

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Message Data 1 = None

Message Data 2 = None

What it means: This employee has an active appointment level distribution but an inactive row has not been entered.

How can I fix it? The department should enter the appropriate inactive row for the distribution.

What happens if I don't fix this? The applicable dept budget table page will be adjusted to reflect distribution charges only during the active dates for that chartfield string. Any time remaining on the job will be charged to the department default account based on the position or job code of the employee.

Responsible Offices: Budget Office/Payroll Office/Grant and Contract Accounting

#109 *Active College Work Study Disbursed Amount within 10% or Greater than Accepted Amount*

Message Data 1 = Accepted amount for work study disbursement

Message Data 2 = Amount of college work study award already disbursed

What it means: The disbursed college work study funds for a student are within 10% OR over the total award for that student. If this message is received, Enrollment Services has already evaluated the student's financial package.

How can I fix it?: This is an informational message to inform the department that the student is close to having their work study award used up. At this point, the department must monitor and calculate the pay period in which the student will exhaust the funds. Once the award is exhausted, 100% of the student's pay for their job should be charged to the department. The department should be changing the job code to IN5240 at the beginning of the next pay period following the one in which the student will use up their Federal CWS award. The work study award page should also be changed to reflect that the award is now inactive and the reason why it is inactive. If there is an appointment level budget, that also needs to be changed to delete the 75% distribution to the work study account and distribute 100% to the proper account.

What happens if I don't fix this? After the award amount is exceeded, the distribution will continue to improperly charge 75% of the salary to the CWS account and will require a future salary distribution adjustment. To prevent this, the job should be changed to a 5240 account, and the salary distribution changed to charge the department's account(s) 100%. Enrollment Services will be monitoring this and may switch the job themselves, or contact the department.

Responsible Office: Enrollment Services

#110 *Active College Work Study Disbursed Amount within 20% or Greater than Accepted Amount*

Message Data 1 = Accepted amount for work study disbursement

Message Data 2 = Amount of college work study award already disbursed

What it means: The disbursed college work study funds for a student are within 20% of the total award for that student.

How can I fix it?: This is an informational message to inform the department that the student is within 20% of having their work study award used up. At this point, the department should begin to monitor payment amounts to this student. Once the award is exhausted, 100% of the student's pay should be charged to the department account. The department should be changing the job code to IN5240 at the beginning of the next pay period following the one in which the student will use up their federal CWS award. The work study award page should also be changed to reflect that the award is now inactive and the reason why it is inactive. If there is an appointment level budget, that also needs to be changed to change the 75% distribution to the work study account and distribute 100% to the proper account.

This is also an informational message for Enrollment Services to evaluate the student's award and determine if an adjustment will be made to the student's award amount or leave it alone.

Responsible Office: Enrollment Services

#111 *Student Funding Should have Charges to a College Work Study Account*

Message Data 1 = Job code of active job

Message Data 2 = None

What it means: The student employee has a work study award yet the salary charges are **not** distributed 75% to the college work study account and 25% to the appropriate department account.

How can I fix it?: Make sure that the job code is IN5239, the work study placement page has been attached to the job, and the salary is distributed 75% to a CWS account and 25% to the department account for this position.

What happens if I don't fix this? The distribution will continue to improperly charge the salary to a non CWS account and may require a future salary distribution adjustment. Enrollment Services will be monitoring this and may elect to change the job and charge the student employee's salary 75% to CWS and 25% to the department account.

Responsible Office: Enrollment Services

#112 *Student Funding Should Not have Charges to a College Work Study Account*

Message Data 1 = Job code of active job

Message Data 2 = CWS account being charged

What it means: The student employee does not have a work study award yet there are salary charges distributed to the college work study account on an appointment level budget.

How can I fix it?: Make sure that the job code is IN5240, and change the appointment level budget to remove any charges to the fund 560/570 college work study account.

What happens if I don't fix this? The distribution will continue to improperly charge the salary to a CWS account and may require a future salary distribution adjustment. Enrollment Services will be monitoring this and may elect to change the job and charge the student employee's salary 100% to the department account.

Responsible Office: Enrollment Services

#113 *Student Employee in Work Study Job Code Does Not Have a Verified Work Study Award*

Message Data 1 = Job code of active job

Message Data 2 = Hire date

What it means: You have hired a student employee into job code IN5239, or a job code ending in 5239, which automatically distributes 75% of the salary to the federal college work study account. This student does not have a verified college work study award. You should always check the work study placement page to find out if the student has a work study award before entering job information (Navigation: Home > Administer Financial Aid > Package and Disburse Aid > Use > Work Study Placement). This edit also checks that a student has been verified (submitted all required documentation for the work study award) by Enrollment Services.

How can I fix it? If there is a question on the student's eligibility for work study or their verification documentation, have the student contact Enrollment Services. If the student does not have a work study award, change the job code on the student's job data to a non-work study job code from the current pay period forward. Contact Enrollment Services about completing an in-house payroll adjustment form for any pay periods that have already been paid to the incorrect distribution. If you have an appointment level budget for this employee, also correct the distribution and make sure that it is not charging the work study account.

What happens if I don't fix this? If the student has not been granted work study the salary will continue to be charged incorrectly. Enrollment Services will be monitoring this, and it will create additional work to process adjustment forms.

Responsible Office: Enrollment Services

#114 *Student Employee in Non-Work Study Job Code has an Active College Work Study Award*

Message Data 1 = Job code of active job

Message Data 2 = None

What it means: You have hired this student into a job code not ending in 5239. However, this student does have an active federal college work study award. If it is during the academic year, the student is in the wrong job code. If it is during the summer, the student had a CWS award during the academic year that needs to be inactivated in the system.

How can I fix it? If the message is due to an incorrect job code, change the job code on this student's job data to a college work study job code, by adding a row effective the current pay period. Complete an in-house payroll adjustment form for pay periods that have already been paid to the incorrect distribution. If you have entered an appointment level budget for this employee, make sure to distribute 75% of the earnings to the college work study account 560/570 and 25% to a department account effective the current pay period.

If the message is appearing because the student had work study during the year and is now being hired for the summer on a non-work study job, go to the work study placement page and add a new row to inactivate the award. The message will be removed from your error listing the following day.

What happens if I don't fix this? If you should have used the college work study job code, IN5239, or a job code ending in 5239, the salary amounts for this employee will be incorrectly distributed 100% to your account

instead of 25% and 75% to the college work study account. A payroll adjustment form should be done for the pay periods already paid.

Responsible Office: Enrollment Services

#115 Student Employee in Work Study Job Code has Award Placement Status of 'Inactive'

Message Data 1: Job code of active job

Message Data 2: None

What it means: A student employee has been hired into a job code ending in 5239, which automatically distributes 75% of the salary to the federal college work study account. Either you have not attached the student's job to the work study placement page or the work study placement page status is inactive. This edit is only active during the academic year.

How can I fix it? The award should be properly attached to the job. Go to the work study placement page and enter the job data for the student's work study job. If the student does not have an active work study award, change the job code on the student's job data to the institutional pay job code, IN5240, effective the current pay period or the effective date of the job if it is in the future. Complete an in-house payroll adjustment form if any pay periods have already been paid to the incorrect distribution. If you have an appointment level budget for this employee, you should also correct the distribution and make sure that it is not charging the work study account.

What happens if I don't fix this? If the work study award was granted but not attached to the job, this message will continue to appear and Enrollment Services' reporting of work study data could be effected. If the student should not be in the work study job code, the earnings could be improperly charged to the work study account.

Responsible Office: Enrollment Services

#116 Acct Used in Deductions or Taxes Tab Does Not Match Earnings Account

Message Data 1 = Tab from the Appt Level Budget that the error message refers to (DED or TAX) and the effective date.

Message Data 2 = Chartfield string in earnings account

What it means: This employee has an active appointment level budget distribution, but the chartfield string used or the percentage charged in either deductions and/or taxes is not the same as earnings (excluding CWS accounts). In instances where it is appropriate for the earnings, deductions, and taxes distributions to differ, the approval checklist has not been completed.

How can I fix it? The department should be charging deductions and taxes to the same chartfield string that is in earnings and at the same percentages. Contact the Budget Office or Grant and Contract Accounting for approval for exceptions.

What happens if I don't fix this? Adjustments may have to be made to incorrect charges. If the correction is not made in an appropriate timeframe, changes may be made by an administrative department that could affect where the employee's charges are distributed.

Responsible Offices: Budget Office/Grant and Contract Accounting

#117 Acct Code in Deductions/Taxes Begins with 560 or 570

Message Data 1 = Tab from the Appt Level Budget that the error message refers to (DED or TAX) and the effective date.

Message Data 2 = Chartfield string in deductions or taxes

What it means: This employee has an active appointment level budget distribution and has charges in the deductions or taxes to fund 560 or fund 570. Funds 560 and 570 are college work study accounts and cannot ever be charged for deductions or taxes.

How can I fix it? The department should be charging 100% of the deductions and taxes to the same chartfield string that is used in earnings (other than the fund 560/570 work study account) and at the same percentages. For work study accounts, the percentage used in deductions/taxes should be 4 times the percentage of the department earnings accounts other than fund 560/570.

In the instances where 100% of the earnings are charged to a college work study account, any account code other than fund 560/570 will be accepted in deductions and taxes.

What happens if I don't fix this? Adjustments may have to be made to incorrect charges. If the correction is not made in an appropriate timeframe, changes may be made by an administrative department that could affect where the employee's charges are distributed.

Responsible Offices: Budget Office/Payroll Office/Grant and Contract Accounting

STUDENT ENROLLMENT/GPA MESSAGES

All messages in this category are numbered in the 300's (ex. 301, 302, 303, etc).

#300 Employee on Student Payroll is Not a Matriculated Student

Message Data 1/2: None

What it means: This employee has an active job in paygroup STU, but does not have an active academic career in e-Campus (either undergraduate or graduate), and is therefore ineligible to be on the student payroll. This edit is only active during the academic year.

How can I fix it? Have the employee contact Enrollment Services (4-9500) or the Graduate School to verify their enrollment status and have any necessary corrections made in e-Campus. If the employee is not a student, they will need to be hired on the appropriate payroll.

What happens if I don't fix this? The employee's job may be terminated.

Responsible Office: Enrollment Services

#301 Employee on Graduate Assistant Payroll is Not a Matriculated Graduate Student

Message Data 1/2: None

What it means: This employee has an active job in paygroup PGR, on the graduate student payroll, but is not recognized in e-Campus as an active graduate student. This employee is ineligible to be on the graduate student payroll. This edit is only active during to the academic year.

How can I fix it? Contact the Graduate School (4-2263) to verify the student's enrollment status and have any necessary corrections made in e-Campus. If the employee is not a graduate student and you would like them to continue working, they will need to be hired on the appropriate payroll.

What happens if I don't fix this? The Graduate School will terminate the job.

Responsible Office: Graduate School

#302 Undergraduate Student Course Load Exceeds Limit for Internal Payroll

Message Data 1: Number of credits student is currently registered for in e-Campus

Message Data 2: None

What it means: This employee has an active job on the internal payroll in paygroup INT, ICT, or IND and is coded in e-Campus as being an active undergraduate student taking six or more credits. Undergraduates taking 6 or more credits during a semester are not eligible to be employed on the internal payroll. This edit is only active during to the spring and fall semesters.

How can I fix it? Verify that the student's course load exceeds the number of credits (6 or more) permitted to be eligible for employment on the internal payroll. If the undergraduate student will continue to take 6 or more credits for the semester, and you would like them to continue working, they will need to be hired on the student payroll (STU). Contact Enrollment Services if a change is needed in e-Campus regarding the person's academic status.

What happens if I don't fix this? Human Resource Administration will terminate the job.

Responsible Office: Human Resource Administration

#303 Graduate Student Course Load Exceeds Limit for Internal Payroll

Message Data 1: Number of credits student is currently registered for in e-Campus

Message Data 2: None

What it means: This employee has an active job in an Internal paygroup (INT, ICT, or IND), and is also coded in e-Campus as being an active graduate student. Grads taking 4.5 or more credits during a semester are not eligible to be employed on the Internal payroll. This edit is only active during to the spring and fall semesters.

How can I fix it? Verify that the graduate student's course load exceeds the number of credits (4.5 or more) permitted to be eligible for employment on the internal payroll. Check the employee's job data and change it to the correct job information. If the person is not an active graduate student, have them contact the Graduate School to have the information corrected in e-Campus.

What happens if I don't fix this? Human Resource Administration will terminate the job.

Responsible Office: Human Resource Administration

#304 *Undergraduate Student is Not Taking Required Course Load for Student Payroll*

Message Data 1: Number of credits student is currently registered for in e-Campus

Message Data 2: None

What it means: There are minimum course load requirements for undergraduate students that are employed by the University on the student payroll. Undergraduates must be matriculated and taking a minimum of 6 credit hours to qualify for on-campus jobs in the student paygroup (STU). This edit is only active during the spring and fall semesters. Contact Enrollment Services if you have valid exceptions to this rule.

How can I fix it? If the undergraduate student will continue to take less than 6 credits for the semester, and you would like them to continue working, they will either need to be hired on the internal payroll (INT) or get checklist permission from Enrollment Services to remain on the student payroll. Contact Enrollment Services if a change is needed in e-Campus regarding the person's academic status.

What happens if I don't fix this? Enrollment Services will terminate the job.

Responsible Office: Enrollment Services

#305 *Graduate Student is not Taking Required Course Load for Graduate Assistant Payroll*

Message Data 1: Number of credits student is currently registered for in e-Campus

Message Data 2: None

What it means: There are minimum course load requirements for graduate students that are employed by the University on the graduate payroll. Graduate students must be matriculated, and taking at least 6 credit hours to qualify for employment in paygroup PGR on the graduate student payroll. This edit is only active during the spring and fall semesters.

How can I fix it? Contact the Graduate School (4-2263) to verify the student's e-Campus enrollment status. If the graduate student will continue to take less than 6 credits for the semester, and you would like them to continue working, they will need to be hired on the appropriate payroll (student or internal).

What happens if I don't fix this? The Graduate School will terminate the job.

Responsible Office: Graduate School

#306 *Graduate Student is not Taking Required Course Load for Student Payroll*

Message Data 1: Number of credits student is currently registered for in e-Campus

Message Data 2: None

What it means: There are minimum course load requirements for graduate students that are employed by the University on the student payroll. Grads must be matriculated and taking a minimum of 4.5 credit hours to qualify for on-campus jobs on the student payroll, in the student paygroup (STU). This edit is only active during the spring and fall semesters. *The only exception to this requirement occurs in the last 1 or 2 semesters of a graduate student's work at URI. During this time, they are considered to be full-time, and eligible for employment on the student payroll (STU) when registered for 1-6 thesis or dissertation credit hours. Departments must send a memo to the Graduate School to request approval for a job appointment in this situation.*

How can I fix it? Contact the Graduate School (4-2263) to verify the student's e-Campus enrollment status. If the graduate student will continue to take less than 4.5 credits for the semester, and you would like them to continue working, they will either need to be hired on the internal payroll (INT), or have the checklist item approved by the Graduate School if the student is completing thesis or dissertation work.

What happens if I don't fix this? The job may be terminated.

Responsible Office: Graduate School

#309 *Total Standard Hours Exceeded for the Academic Year Term*

Message Data 1 = Academic career, or careers active for student

Message Data 2: Combined total standard hours for all active jobs

What it means: The standard hours on this student's jobs total greater than 20 hours (or 25 hours if permission was received for an additional 5 hours from Enrollment Services or the Graduate School).

How can I fix it? Check the standard hours for your job(s) for this employee, and do a data change to change them to the correct amounts if needed. If the standard hours are correct on your department's jobs, instruct the student to have their other employer(s) verify/correct the standard hours on that job. All departments employing this student will get the same error message.

What happens if I don't fix this? The responsible administrative offices will be monitoring this message and may not authorize the student to be paid, or may terminate the job.

Responsible Offices: Enrollment Services for undergraduate students
Graduate School for graduate students

#310 *Total Standard Hours Exceeded for the Summer Term*

Message Data 1 = Academic career, or careers active for student

Message Data 2: Total hours for all active jobs

What it means: The total standard hours on this employee's jobs total more than 40 hours per week.

How can I fix it? Check the standard hours for your job(s) for this employee, and do a data change to change them to the correct amounts if needed. If the standard hours are correct on your department's jobs, instruct the student to have their other employer(s) verify/correct the standard hours on that job. All departments employing this student will get the same error message.

What happens if I don't fix this? The responsible administrative offices will be monitoring this message and may not authorize the student to be paid, or may terminate the job.

Responsible Offices: Enrollment Services for undergraduate students
Graduate School for graduate students

EMPLOYMENT ELIGIBILITY MESSAGES

All messages in this category are numbered in the 500's (ex. 501, 502, 503, etc).

#500 *USA National ID is Missing - Employee will Not be Paid*

Message Data 1 = Employee's National ID as entered into PeopleSoft

Message Data 2: None

What it means: USA National ID's (social security numbers) MUST be recorded before any employee will be able to be paid by the University. You will receive this error message if the national ID is missing or not accompanied by USA in the country code field.

How can I fix it?: Go to personal data and enter all of the information for the USA national ID. If the correct social security number is already entered, make sure that it is checked as the primary id. You may delete the row if there is a row where the country is other than USA and no data has been entered in the national id field.

What happens if I don't fix this? The employee will not receive a paycheck.

Responsible Offices: Enrollment Services for student payroll employees
Human Resource Administration for graduate and internal payroll employees

#501 *USA National ID is Invalid - Employee will Not be Paid*

Message Data 1 = Employee's national ID as entered into PeopleSoft

Message Data 2: None

What it means: USA national ID's (social security numbers) MUST be recorded before any employee will be able to be paid by the University. You will receive this error message if the national ID is not recognizable as a USA social security number.

How can I fix it?: Go to personal data under national ID and change the incorrect value to the correct information. If there is more than one national id recorded, make sure that the USA national id is checked as the primary id. You may delete the row if there is a row where the country is other than USA and no data has been entered in the national id field.

What happens if I don't fix this? The employee will not receive a paycheck.

Responsible Offices: Enrollment Services for student payroll employees
Human Resource Administration for graduate and internal payroll employees

#502 *Appointment Letter Not Received*

Message Data 1: Job Code of the active job on that record number

Message Data 2: None

What it means: The appointment letter has not been filed for this graduate assistant or internal payroll employee. Every internal payroll employee not processed on an IP-1 form and every graduate assistantship requires an appointment letter stating the conditions of their employment.

How can I fix it? Send the appointment letter to the Graduate School for an assistantship and to The Office of Human Resource Administration (HRA) for an internal payroll employee. If you have already sent one in, it could be a timing issue – wait for sufficient processing time to pass and then follow up with Kristine Connery in the Graduate School (4-2263) or Nancy Gardiner/Paula Murray (4-2277/2417) in HRA if you are still receiving the error message.

What happens if I don't fix this? The Graduate School will not apply the tuition waiver if an appointment letter is not received. HRA will terminate the job if an appointment letter is not submitted in a timely fashion.

Responsible Offices: The Graduate School for assistantships
Human Resource Administration for internal payroll employees

#503 *Drug Free Form Not Received*

Message Data 1/2: None

What it means: A Drug Free Form has not been filed for this graduate assistant/internal payroll employee. A Drug Free Form is required to be on-file as a condition of employment at the University. State payroll employees will have already completed a drug free form as a condition of employment for their state position, therefore, it is not necessary to submit an additional form if they are hired onto any of the University's In-House payrolls.

How can I fix it? Send the completed form to Human Resource Administration. If you have already sent one in, follow up with Nancy Gardiner/Paula Murray (4-2277/2417) in HRA if you are still receiving the error message.

What happens if I don't fix this? A Drug Free Form is required as a condition of employment. An individual cannot remain on the payroll unless it is submitted. Human Resource Administration will terminate the job.

Responsible Office: Human Resource Administration

#504 *URI I-9 Data Page Not Completed*

Message Data 1/2: None

What it means: All departments entering hiring data are responsible for entering the I-9 employment eligibility documents and expiration dates in the employee's URI I-9 data page. This data, which is listed under Personal Data, has not been recorded for this employee. This data is required to maintain compliance with federal I-9 regulations.

How can I fix it? On the URI I-9 data page, enter the documents the employee has provided as proof of eligibility for employment and the associated expiration dates. (Navigation: Administer Workforce > Administer Workforce (GBL) > Use > Personal Data > click on the Eligibility/Identity tab, click on the USA flag, and click on the URI I-9 Data button to the URI I-9 Eligibility Panel) Entry of this information is the responsibility of the department entering the job data.

What happens if I don't fix this? Federal law requires that an I-9 be completed within three business days of the date employment begins. An individual may not continue employment unless this form is completed. Since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986, the employee's job will be terminated.

Responsible Office: Enrollment Services for student payroll employees
Human Resource Administration for graduate and internal payroll employees

#505 *I-9 not Received*

Message Data 1/2: None

What it means: The I-9 form has not been received by the responsible administrative office. This message will appear on the edit list on the date of hire and until the I-9 form is received and recorded on the federal payroll document checklist by Enrollment Services for student payroll employees and Human Resource Administration for graduate and internal payroll employees.

How can I fix it?: The Department and employee should complete an I-9 form, including all required signatures. Enter the employee's I-9 data in PeopleSoft on the URI I-9 eligibility data page. Send the completed I-9 form, along with legible copies of the signed supporting documents, to Enrollment Services for student payroll employees and Human Resource Administration for graduate and internal payroll employees.

What happens if I don't fix this? Federal law requires that an I-9 be completed within three business days of the date employment begins. An individual may not continue employment unless this form is completed. Since

employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986, the employee's job will be terminated.

Responsible Offices: Enrollment Services for student payroll employees
Human Resource Administration for graduate and internal payroll employees

#506 *I-9 Supporting Documents Not Received*

Message Data 1/2: None

What it means: A department makes copies of an employee's I-9 supporting documents (documents furnished to show eligibility for employment) and forwards them to either Human Resource Administration or Enrollment Services, who completes a checklist in the system to confirm receipt of the properly completed documents. This message means that your documents have either not been received or not recorded by the administrative department.

How can I fix it? Send copies of the I-9 supporting documents to Human Resource Administration or Enrollment Services. If you have already sent them follow up with Nancy Gardiner/Paula Murray (4-2277/2417) in HRA or Victor Gaspar in Enrollment Services (4-5111) if you are still receiving the error message.

What happens if I don't fix this? Federal law requires that an I-9 be completed and on file within three business days of the date employment begins. An individual may not continue employment unless this form is completed. Since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986. The employee's job will be terminated.

Responsible Offices: Enrollment Services for student payroll employees
Human Resource Administration for graduate and internal payroll employees

#507 *I-9 Supporting Document Proof 1 has Expired*

Message Data 1 = Expiration date of I-9 document 1

Message Data 2 = I-9 supporting document 1 type

What it means: The employee's grant to work authorization (the document listed in **Message Data 2**) that is recorded in PeopleSoft as the I-9 eligibility supporting document 1 needs to be current for employment to continue. This document has expired as of the date listed in the **Message Data 1** field.

How can I fix it? Enter the new expiration dates on the URI I-9 data page. Provide the updated document information that establishes current employment eligibility to the appropriate department. **What happens if I don't fix this?** An individual may not continue employment with expired grant to work authorization. Since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986, the employee's job will be terminated.

Responsible Offices: Enrollment Services for student payroll employees
Human Resource Administration for graduate and internal payroll employees

#508 *I-9 Supporting Document Proof 2 has Expired*

Message Data 1 = Expiration date of I-9 document 2

Message Data 2 = I-9 supporting document 2 type

What it means: The employee's grant to work authorization (the document listed in **Message Data 2**) that is recorded in PeopleSoft as the I-9 eligibility supporting document 2 needs to be current for employment to continue. This document has expired as of the date listed in the **Message Data 1** field.

How can I fix it? Enter the new expiration dates on the URI I-9 data page. Provide the updated document information that establishes current employment eligibility to the appropriate department. **What happens if I don't fix this?** An individual may not continue employment with expired grant to work authorization. Since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986, the employee's job will be terminated.

Responsible Offices: Enrollment Services for student payroll employees
Human Resource Administration for graduate and internal payroll employees

#509 *Additional Comp Authorization Not Found for State Employee*

Message Data 1 = Paygroup of job

Message Data 2 = None

What it means: A completed Additional Compensation Authorization Form is required for state staff employees on the internal payroll (form not required for faculty on the state payroll). This form has not been forwarded to Human Resource Administration for this employee, or has not been recorded in the system by HRA.

How can I fix it? Send the completed form to Human Resource Administration. If you have already sent one in, it could be a timing issue – wait for sufficient processing time to pass and then follow up with Nancy Gardiner (4-2277) or Paula Murray (4-2417) if you are still receiving the error message.

What happens if I don't fix this? An individual may not continue employment unless this form is completed. The employee's job will be terminated if the form is not received in a timely manner by HRA.

Responsible Office: Human Resource Administration

#510 *Invalid Address*

Message Data 1: Address line 1 from Personal and Bio/Demo data

Message Data 2: None

What it means: There is either incomplete address information or a PO Box is entered for a home address.

How can I fix it? Check and correct the address information by adding a new effective dated row. A PO Box can be listed as the mailing address but tax regulations require the home address to be a physical address.

What happens if I don't fix this? A valid physical address is a condition of employment and must be provided if the employee wishes to continue working at URI. The employee's job will be terminated.

Responsible Office: Human Resource Administration

#511 *Working Papers Not Found for Employee Under Age 16*

Message Data 1 = Employee's birth date

Message Data 2: None

What it means: You have hired an employee who is under 16 years old and working papers are required.

How can I fix it? Send a copy of this employee's working papers to Human Resource Administration for internal payroll employees and Enrollment Services for student payroll employees. If you have already sent one in, it could be a timing issue – wait for sufficient processing time to pass and then follow up with Paula Murray (X42417) or Enrollment Services (X49500) if you are still receiving the error message.

What happens if I don't fix this? Working papers are a condition of employment for individuals less than 16 years old. The employee's job will be terminated.

Responsible Offices: Enrollment Services for student payroll employees
Human Resource Administration for graduate and internal payroll employees

#513 *Social Security Card Not Received*

Message Data 1/2: None

What it means: A social security card has not been filed for this employee. A social security card is required to be on-file as a condition of employment for most employees at the University. State payroll employees will have already submitted a copy of their social security card as a condition of employment for their state payroll position, therefore, it is not necessary to submit an additional copy if they are hired onto any of the University's In-House payrolls. The social security card is not required for students with financial aid as we are checking the electronic financial aid validation of the social security number for these students.

How can I fix it? Send a copy of the signed social security card to the appropriate administrative office; Enrollment Services for student payroll and Human Resource Administration for graduate and internal payrolls.

What happens if I don't fix this? A social security card is required as a condition of employment. An individual cannot remain on the payroll unless it is submitted.

Responsible Offices: Enrollment Services for student payroll employees
Human Resource Administration for graduate and internal payroll employees

#514 *Employee Not Authorized for Lecturer Job*

Message Data 1: Student's academic career classification

Message Data 2: Job Code

What it means: As part of the graduate education and training process, a graduate student may have the opportunity to teach a formal course at the University to promote the student's professional development. Only in unusual circumstances may a graduate student teach two courses in a semester with the approval of the student's major Professor, the department Chair, the Dean of the college, the Graduate School and the associated

Provost/Vice President. This error message indicates that an approval request for the graduate student to instruct a class/classes has not been received by the Graduate School. * Undergraduate students are not authorized to be on the payroll as per course instructors (lecturer).

How can I fix this? If student is teaching (1) class - send a memo requesting approval for this situation to the Graduate School. If student is teaching (2) classes in addition to sending a memo to the Graduate School approval is required (as outlined above) from the student's major professor, the department chair, the Dean of the college and the associated Provost/Vice President. In either case if a memo has been sent and you are still seeing the error message, it could be a timing issue. Wait for sufficient processing time to pass and then follow up.

What happens if I don't fix this? Approval is required for all graduate students instructing courses. The job may be terminated. **Any department with an undergraduate student on this payroll needs to terminate their job; otherwise the job will be terminated.

Responsible Office: Graduate School

APPROPRIATE JOB INFORMATION/COMPENSATION MESSAGES

All messages in this category are numbered in the 700's (ex. 701, 702, 703, etc).

#700 *No Contract Data for Employee with Comp Frequency of Contract*

Message Data 1/2: None

What it means: The job data in the system for the employee has been set up with a pay frequency of contract. When the compensation frequency of contract is used, contract data must also be set up for the employee or they will not be paid.

How can I fix it? Set up the employee's contract data by going to Administer Workforce>Administer Workforce (GBL)>Use Lcl>USA/CAN Contract Pay.

What happens if I don't fix this? The employee will not be paid.

Responsible Office: Payroll Office

#701 *Time Reporter Data Required for this Employee*

Message Data 1/2: None

What it means: This employee has job data that indicates pay on an hourly, daily or per unit basis for an active job. This type of employee needs active time reporter data in order to enter hours and have entered hours approved. The time reporter data establishes the time reporting/approving ability for this person. Time worked will not be able to be entered by the employee or the employer.

How can I fix it? Enter the correct time reporter data for the dates this person will be employed in this job. (Administer Workforce>Administer Workforce (GBL)>Use>Job Data. Click on Employment Data and then Time Reporter Data)

What happens if I don't fix this? Neither employee nor employer can enter time worked. Employee will not be paid for any time worked in that job.

Responsible Office: Payroll Office

#702 *Lump Sum Contract Payment Type Not Authorized*

Message Data 1/2: None

What it means: The contract pay for this employee indicates payment should be made in one lump sum payment. This type of payment needs to be approved by the Payroll Office.

How can I fix it? Send justification to the Payroll Office for this type of payment. If you have received approval and are still getting the message, it could be a timing issue. Contact the Payroll Office.

What happens if I don't fix this? The employee will not be paid.

Responsible Office: Payroll Office

#703 *Student not Authorized for More than 2 Jobs on the Student Payroll*

Message Data 1/2: None

What it means: Students are permitted to hold up to two concurrent jobs unless permission has been granted from Enrollment Services. This student is currently employed in more than two concurrent jobs without permission.

How can I fix it? Reduce the number of jobs to two or get permission from Enrollment Services to work more than two jobs.

What happens if I don't fix this? The responsible administrative offices will be monitoring this message and may not authorize the student to be paid, or may terminate the job.

Responsible Office: Enrollment Services

#704 *Student Employee Not Authorized for Grade 2*

Message Data 1: Academic career, or careers active for student

Message Data 2: None

What it means: All students (undergraduate and graduate) must have approval to be paid at grade 2, graduate student pay rates, on the student payroll. This student's job is being paid at the grade 2 pay rate and does not have approval.

How can I fix it? If your intent was to pay the student at the graduate student pay level, request approval from the Responsible Office (Enrollment Services for undergraduates and the Graduate School for graduate students).

Upon approval, a checklist will be completed by the approving department and the message will no longer appear on your edit report. If you did not want to pay the student at the grade 2 rates, add a data change row effective the current pay period to correct the grade/step and resulting compensation amount. File necessary correction forms with Payroll if warranted.

What happens if I don't fix this? The responsible administrative offices will be monitoring this message and may not authorize the student to be paid, or may terminate the job.

Responsible Offices: Graduate School for graduate students

Enrollment Services for undergraduates

#706 *Student Rate Exceeds Maximum for Grade*

Message Data 1 = Grade used on job

Message Data 2 = Compensation rate entered on job

What it means: Students employed on the student payroll on grades 1, 4, 5, or 6 can be paid salary rates between step one and the top step for that grade without approval from Enrollment Services. This student employee's compensation rate exceeds the maximum step for the grade entered on their job data and there is no recorded approval from Enrollment Services.

How can I fix it?: If the amount is incorrect, enter a data change row and change the salary rate to a rate no greater than the maximum for the grade for that job. The change can be made effective at the beginning of the current pay period, but not before. If you would like to pay a student more than the top step amount for their grade, send a letter requesting authorization to Enrollment Services. Once this rate is approved they will enter that information into the system through a checklist, which will remove the error from your exception list. If the letter has already been sent, allow an appropriate amount of processing time to pass and then follow up with Victor Gaspar (4-5111).

What happens if I don't fix this? The responsible administrative offices will be monitoring this message and may not authorize the student to be paid, or may terminate the job.

Responsible Office: Enrollment Services

#707 *Employee in Sal Plan STU Grade 2 Not on Step Amount*

Message Data 1 = Job data compensation rate

Message Data 2 = Rate based on salary plan, grade, and step on salary admin page on job data.

What it means: When you enter a salary administration plan, grade, and step on the Salary Administration page of an employee's job data, an approved correlating compensation amount populates the compensation rate on the Compensation page of an employee's job data. The compensation rate for a student employee with a job in salary plan STU, grade 2, must match the correlating grade and step amount. There are no exceptions to this policy. This employee's compensation rate does not match the amount for the grade and step that was entered.

How can I fix it? Check the grade/step and compensation information on the employee's job data. Change either the grade, step, or compensation information to comply with the payment policy. If you are making changes before any pay has been distributed this can be done by adding a row and using the data change procedures. If you are making changes after pay has been distributed, make the changes effective at the beginning of the current pay period and send a completed in-house payroll adjustment form to the Payroll Office to adjust prior periods.

What happens if I don't fix this? The responsible administrative offices will be monitoring this message and may not authorize the employee to be paid, or may terminate the job.

Responsible Office: Enrollment Services

#708 *Employee in Sal Plan STU Grade 3 Not on Step Amount*

Message Data 1 = Job data compensation rate

Message Data 2 = Rate based on salary plan, grade, and step on salary admin page on job data.

What it means: When you enter a salary administration plan, grade, and step on the Salary Administration page of an employee's job data, an approved correlating compensation amount populates the compensation rate on the Compensation page of an employee's job data. The compensation rate for a student employee with a job in salary plan STU, grade 3, must match the correlating grade and step amount. There are no exceptions to this policy. This employee's compensation rate does not match the amount for the grade and step that was entered.

How can I fix it? Check the grade/step and compensation information on the employee's job data. Change either the grade, step, or compensation information to comply with the payment policy. If you are making changes before any pay has been distributed this can be done by adding a row and using the data change procedures. If you are making changes after pay has been distributed, make the changes effective at the beginning of the current pay period and send a completed in-house payroll adjustment form to the Payroll Office to adjust prior periods.

What happens if I don't fix this? The responsible administrative offices will be monitoring this message and may not authorize the employee to be paid, or may terminate the job.

Responsible Office: Enrollment Services

#709 *Grad Assistant Comp Rate Does not Match Grade/Step Rate*

Message Data 1 = Compensation rate entered on compensation tab of job

Message Data 2 = Rate based on salary plan, grade, and step adjusted for the FTE from the employee's job data

What it means: When you enter a salary administration plan, grade, and step on the salary administration page of an employee's job data, an approved correlating compensation amount populates the compensation rate on the compensation page of an employee's job data. In some cases you may need to manually override this compensation amount to equal the correct pay rate based on the FTE for this job.

How can I fix it? Graduate assistants must be compensated at the established grade/step rates in relationship to the FTE of the job unless approval is given by the Graduate School. Check the grade/step and compensation information on the employee's job data to confirm that it is correct for the way you intended to setup this employee's job. If you have entered the data incorrectly and need to make changes before any paycheck has been distributed this can be done by adding a row and using the data change procedures. If you need to make grade/step or compensation changes after a paycheck has been paid contact the Payroll Office. If you intend to pay a graduate assistant at a rate other than the established rates, request authorization from the Graduate School. If this rate is approved they will enter that information into the system through a checklist, which will remove the error from your exception list.

What happens if I don't fix this? The responsible administrative offices will be monitoring this message and may not authorize the employee to be paid, or may terminate the job.

Responsible Office: Graduate School

#710 *Internal Employee Contract Rate Does Not Match Grade/Step Rate*

#711 *Internal Employee Daily Rate Does Not Match Grade/Step Rate*

#712 *Internal Employee Hourly Rate Does Not Match Grade/Step Rate*

Message Data 1 = Compensation rate entered on compensation tab of job

Message Data 2 = Rate based on salary plan, grade and step on salary admin tab on job data

What it means: When you enter a salary administration plan, grade, and step on the Salary Administration page of an employee's job data, an approved correlating compensation amount populates the compensation rate on the compensation page of an employee's job data. In some cases you may need to manually override this compensation amount, and you will receive this message telling you that the correlating grade and step amount and the compensation amount entered do not match.

How can I fix it? Internal employees with a contract/daily/hourly pay frequency must be compensated at established grade/step amounts unless approval is given from Human Resource Administration. Check the grade/step and compensation information on the employee's job data to confirm that it is correct for the way you intended to setup this employee's job. If the information you entered is correct contact either the Provost's Office

for appointments for instructors or Human Resource Administration for all other appointments for approval. When approval is obtained, the Provost's Office or Human Resource Administration will complete a checklist item which will eliminate this edit from your exception report. If you have entered the data incorrectly and need to make changes before any paycheck has been issued this can be done by adding a row and using the data change procedures. If you need to make grade/step or compensation changes for a daily or an hourly employee after a paycheck has been issued, make the changes effective the beginning of the current pay period and send a correction form to the Payroll Office to adjust prior periods. If you need to make grade/step or compensation changes for a contract employee after a paycheck has been paid contact the Payroll Office.

What happens if I don't fix this? The responsible administrative offices will be monitoring this message and may not authorize the employee to be paid, or may terminate the job.

Responsible Offices: Office of the Provost for appointments for academic instruction
Office of Human Resource Administration for all other appointments

#713 *Compensation Rate Exceeds Maximum for Grade*

Message Data 1: Salary Plan

Message Data 2: Compensation rate entered

What it means: This employee's salary is above the maximum allowable compensation for this job. Employees in certain salary plans can be paid an amount up to the maximum step for their grade. See the salary plans documentation for specific requirements for each established salary plan.

How can I fix it?: change the compensation rate to be below the maximum limit for the grade, or request approval to pay above the maximum amount from Human Resource Administration.

What happens if I don't fix it?: The responsible administrative offices will be monitoring this message and may not authorize the employee to be paid, or may terminate the job.

Responsible Office: Human Resource Administration

#714 *Internal Employee Comp Rate Must be Between the Lowest and Highest Step Amounts*

Message Data 1: Salary plan

Message Data 2: Compensation rate entered

What it means: This employee's salary is not between the minimum and the maximum allowable compensation for this job. Employees in certain salary plans have to be paid an amount within the lowest and highest step range for their salary grade. See the salary plans documentation for specific requirements for each established salary plan.

How can I fix it?: change the compensation rate to be within the allowable limits.

What happens if I don't fix it?: The responsible administrative offices will be monitoring this message and may not authorize the employee to be paid, or may terminate the job.

Responsible Office: Human Resource Administration

#715 *Post Doc Comp Rate Exceeds the Maximum*

Message Data 1: Compensation rate entered

Message Data 2: Maximum allowable compensation for Post Doc's based on appointment length (calendar or academic year)

What it means: Post Doc candidates can be paid a salary rate up to the maximum compensation established by the Provost's office without approval from the Provost's Office. The compensation rate for this post doctoral employee exceeds the currently established maximum.

How can I fix it? If you would like to pay a Post Doc more than the established maximum, send a letter requesting authorization to the Provost's Office. Once this rate is approved, the Provost's office will enter that information into the system through a checklist, which will remove the error from your exception report. If the letter has already been sent, allow an appropriate amount of processing time to pass and then follow up with the Provost's Office.

What happens if I don't fix this? The Office of the Provost will be monitoring this and will terminate the employee's job if approval has not been granted.

Responsible Office: Provost's Office

#716 *Time was Entered for a Future Date - Time Should Only be Entered for Actual Hours Worked*

Message Data 1: Date for which time was reported

Message Data 2: Hours entered

What it means: Time worked was reported for this employee for a future date.

How can I fix it?: The employee's supervisor should instruct the employee to remove this time and only report time for actual hours worked.

What happens if I don't fix this? If future time continues to be reported the Payroll Office will be removing the time and/or notifying the supervisor's manager of this potential violation.

Responsible Office: Payroll Office

#717 *Student Employee in Job Code IT5240 Should have Tipped Status of "DIRECTLY" on Payroll Tab*

Message Data 1/2: None

What it means: The employee is in a job code (IT5240 or IT5239) that indicates they receive tips but the Tipped Status selection on the Payroll tab has been entered as "Not Tipped or Indirectly". This selection should always be "Directly" for employees in these two job codes. If this is not properly coded the employee will be unable to report tip earnings. **The Job Codes IT5240 and IT5239 should only be used for tipped employees in Dining Services.**

How can I fix it?: If the employee is tipped, change the Tipped Status to "Directly". If the employee is not tipped, switch them to an appropriate job code.

What happens if I don't fix this? The Payroll Office will be monitoring this information and may terminate the job if the correct information is not entered.

Responsible Office: Payroll Office

#718 *Student Employee in Job Code IT5239 Should have Tipped Status of "DIRECTLY" on Payroll Tab*

Message Data 1/2: None

What it means: The employee is in a job code (IT5240 or IT5239) that indicates they receive tips but the Tipped Status selection on the Payroll tab has been entered as "Not Tipped or Indirectly". This selection should always be "Directly" for employees in these two job codes. If this is not properly coded the employee will be unable to report tip earnings. **The Job Codes IT5240 and IT5239 should only be used for tipped employees in Dining Services.**

How can I fix it?: If the employee is tipped, change the Tipped Status to "Directly". If the employee is not tipped, switch them to an appropriate job code.

What happens if I don't fix this? The Payroll Office will be monitoring this information and may terminate the job if the correct information is not entered.

Responsible Office: Payroll Office

#719 *Student Employee in Job Code Should have Tipped Status of "NOT TIPPED" on Payroll Tab*

Message Data 1/2: None

What it means: The employee is in a job code that cannot receive tips, but the Tipped Status selection on the Payroll tab, has been entered as "Directly" tipped. This selection should always be "Not Tipped" for employees in job codes other than IT5240 and IT5239. **The Job Codes IT5240 and IT5239 should only be used for tipped employees in Dining Services.**

How can I fix it?: If the employee does not receive tips, do a data change to correct the Tipped Status to "Not Tipped". If the employee is tipped, change to the correct job code.

What happens if I don't fix this? The Payroll Office will be monitoring this information and may terminate the job if the correct information is not entered.

Responsible Office: Payroll Office

#720 *Student Not Authorized for College Work Study During the Summer Term*

Message Data 1/2: None

What it means: College work study funding is not authorized for use during the summer term. A student has been hired in job code IN5239, the CWS job code, during the term defined as the summer term.

How can I fix it?: Change the job code to IN5240 effective the current pay period or the future job hire date. If an appointment level budget has been set up make sure to change the charges from the CWS account to the department account on the same effective date. If payment has already been made to the CWS account, file a payroll distribution adjustment form.

What happens if I don't fix this? The charges will be incorrectly distributed to the college work study account. Adjustments will have to be made. The responsible administrative offices will be monitoring this message and may not authorize the employee to be paid, or may terminate the job.

Responsible Office: Enrollment Services

#721 *Grad Student Lecturer is Approved for 1 Course – Grade/Step Should Correspond*

Message Data 1: Grade and step on job

Message Data 2: Compensation rate on job

What it means: A job checklist item indicates that approval has been received from the Graduate School for a graduate student to teach one course. There are designated salary amounts for the teaching of one course. If the checklist item indicates approval to teach one course, the salary grade and step on the job should reflect a grade and step which represents the teaching of one course.

How can I fix it?: If the approval to teach one course is correct, the salary grade and step should be changed to one that reflects the pay for the teaching of one course. If the salary reflects the teaching of two courses and the approval should be for two courses, send a memo to the Graduate School requesting approval to teach two courses.

What happens if I don't fix this? Approval is required for all graduate students instructing courses. The pay rate has to coincide with the teaching load. The responsible administrative offices will be monitoring this message and may not authorize the employee to be paid, or may terminate the job.

Responsible Office: Graduate School

#722 *Grad Student Lecturer is Approved for 2 Courses – Grade/Step Should Correspond*

Message Data 1: Grade and step on job

Message Data 2: Compensation rate on job

What it means: A job checklist item indicates that approval has been received from the Graduate School for a graduate student to teach two courses. There are designated salary amounts for the teaching of two courses. If the checklist item indicates approval to teach two courses, the salary grade and step on the job should reflect a grade and step which represents the teaching of two courses.

How can I fix it?: If the approval to teach two courses is correct, the salary grade and step should be changed to one that reflects the pay for the teaching two courses. If the salary reflects the teaching of one course and the approval should be for one course contact the Graduate School.

What happens if I don't fix this? Approval is required for all graduate students instructing courses. The pay rate has to coincide with the teaching load. The responsible administrative offices will be monitoring this message and may not authorize the employee to be paid, or may terminate the job.

Responsible Office: Graduate School

#723 *Employee in Paygroup STU has Invalid Job Code*

Message Data 1: Academic career, or careers active for student

Message Data 2: Job Code entered on the record

What it means: Certain job codes should not be used in conjunction with the STU (student) paygroup. This edit checks that only allowable job codes are hired into paygroup STU.

How can I fix it?: Make a data change to the job and correct the paygroup and/or job code listed.

What happens if I don't fix this? The responsible administrative offices will be monitoring this message and may not authorize the employee to be paid, or may terminate the job.

Responsible Office: Enrollment Services for undergraduates
Graduate School for graduate students
Human Resource Administration for internal employees

