Common Errors- Same screenshots as the TOC ESS Time Entry Screen Shots document

Common Error 1: Employee did not import Funding (Account) Information from Worklist

Common Error 2: Employee selected the wrong Att/abs. Type

① The Attendance/Absence type 2200 is not valid on 10/14/2019

① Erroneous records exist. Navigation is not possible

Display Message Log

Common Error 3—Employee cannot go enter time from different pay period.

① Time entry of 01/09/2023 is outside the allowable entry period.

① Erroneous records exist. Navigation is not possible

Display Message Log

Solution: Employees are only able to go backwards two pay periods. If entries need to be entered or adjusted for time before that, please reach out to MSUE-HR at msue.toc.student@msu.edu.

Common Error 4—Account that is needed is not shown in list

Solution: Contact MSU Extension Human Resources to get account(s) added to the employee's record.

Common Error 5—Personnel number locked

This error occurs if both the employee and supervisor have the time entry/approval screens open at the same time. The error will only show on the Supervisor's screen.

Solution: Supervisor—Ask the employee to exit out of their time entry page, then try the approval again.