



San Bernardino County eTIME - TIMESHEET EXCEPTIONS

Overview

The purpose of this document is to provide a description of the eTime Exceptions you may encounter while submitting your time for approval.

Exceptions are grouped into four categories: Warnings, Leave Edits, Differential Edits and Miscellaneous Edits. The following tables list the message, explanation and severity for each exception. The exception Id, message and severity will also appear on the eTime page.

Message Severity

A message with 'Low' severity is merely a 'Warning' and eTime will let you proceed with your time submission. These messages alert you to possible mistakes in your reported time and provide a second opportunity for review. A message with 'High' severity is an 'Error' and must be corrected before you can submit your time for approval.

eTime Warnings:

Exception Id	Exception Message	Explanation	Severity
PREFEXCP	Daily Hrs do not equal Daily User Pref Hrs	Hours coded as Worked, Sick, or Leave Time Taken are summarized and compared to your default time from the User Preference Page. (Time coded as a differential is not included).	Low
HIGHSTD	Total hours are more than Job Standard Hours *1.5. Review and determine if correct.	Allows for additional review of your entered time and will appear when total hours reported are greater than 150% of standard hours. (This exception does not apply to extra-help or recurrent employees).	Low
LOWSTD	Total hours are less than Job Standard Hours. Review and determine if correct.	Allows for additional review of your entered time and will appear when total hours reported are less than your standard hours.	Low
AWS04	AWS Hours are more than 4	AWS Hours are more than 4	Low
PAIDLV	Employee on Paid Leave	Employee on Paid Leave	Low

eTime Leave Edits

Exception Id	Exception Message	Explanation	Severity
LEAVBAL	Leave Hrs cannot exceed your balance	Number of leave hours you may code is limited to your available leave balances. Exception: You may code holiday time on an MOU approved holiday. You must have holiday leave available in your leave bank to code it on a 'non' holiday. New Hires: New employees may receive this message if hired in a pay period with a holiday. This message occurs if time is submitted before the paperwork is completely processed in EMACS. This is usually a timing issue.	High
TPLD08	Leave hours cannot exceed 8 in a day	An employee assigned to a daily schedule of 8 hours per day cannot code more than 8 hours of leave in a day. (For employees eligible for daily overtime.)	High
TPLD12	Leave hours cannot exceed 12 in a day	An employee assigned to a daily schedule of 12 hours per day cannot code more than 12 hours of leave in a day. (For employees eligible for daily overtime.)	High
TPLDSCH	Leave hours cannot exceed your daily scheduled amount	Leave hours cannot exceed daily scheduled amount per day. (For employees eligible for daily overtime.)	High
TPLE40	Leave hours cannot exceed 40 in a week	An employee scheduled to work 40 hours per week cannot code more than 40 hours of leave in a week	High



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eTime Leave Edits (continued)

Exception ID	Exception Message	Explanation	Severity
TPLE80	Leave hours cannot exceed 80 in a pay period	An employee scheduled to work 80 hours per pay period cannot code more than 80 hours of leave in a pay period	High
TPLE84	Leave hours cannot exceed 84 in a pay period	An employee scheduled to work 84 hours per pay period cannot code more than 84 hours of leave in a pay period	High
TPLE112	Leave hours cannot exceed 112 in a pay period	An employee scheduled to work 112 hours per pay period cannot code more than 112 hours of leave in a pay period (firefighters)	High
TPLE144	Leave hours cannot exceed 144 in a pay period	An employee scheduled to work 144 hours per pay period cannot code more than 144 hours of leave in a pay period (firefighters)	High
RLC	Relocation Hours cannot exceed 16 per pay period	You cannot code more than 2 days, or 16 hours, for in service relocation assistance	High
RLC24	Relocation Hours cannot exceed 24 per pay period	You cannot code more than 24 hours for in service relocation assistance	High

eTime Differential Edits

Exception ID	Exception Message	Explanation	Severity
DIFF24	Hours cannot exceed 24 per day for this TRC	You cannot code more than 24 hours in a day for this TRC	High
LDDIR	Lead Director differential cannot exceed 1 unit per pay period	Lead Director differential cannot exceed 1 unit per pay period (Contract Employees)	High
ONC1	On Call differential cannot exceed 1 unit per week	On Call differential is limited to one unit per week (Safety and Safety Mgmt)	High
ONC2	On Call differential cannot exceed 2 units per pay period	On Call differential is limited to 2 units per pay period (Safety and Safety Mgmt)	High
DON02	Hours cannot exceed 2 in a pay period	Blood donations with pay cannot exceed 2 hours per pay period (regular positions)	High
DON04	Hours cannot exceed 4 in a pay period	Apheresis donations with pay cannot exceed 4 hours per pay period (regular positions)	High
BLG07	Bilingual cannot exceed 7 units in a week	Employees who perform bilingual translation before a hearing body cannot code more than 7 units per week	High
BLG14	Bilingual cannot exceed 14 units in a pay period	Employees who perform bilingual translation before a hearing body cannot code more than 14 units in a pay period	High
CRSLN	Crisis Line differential cannot exceed 1 unit per pay period	Crisis Line differential cannot exceed 1 unit per pay period	High
CSER	Chemical Spill differential cannot exceed 10 units per pay period	Chemical Spill differential cannot exceed 10 units per pay period	High

eTime Miscellaneous Edits

Exception ID	Exception Message	Explanation	Severity
HOLST	Hours reported as TRC 'HOLST' are greater than the hours of 'FHA' (Fixed Holiday Accrual)	TRC 'HOLST' is used when you work on a holiday and want to cash out the holiday hours (rather than accrue) and receive pay for the actual hours worked on the holiday. The error will occur when you code more HOLST hours (holiday) hours than your are entitled to code for the day	High
XDAYS	Day Units cannot exceed 14 in a pay period	Employees cannot code more than 14 Day units in a pay period (Contract and Ordinance Employees)	High
UNAPPROVED	The timesheet has not been approved	The employee's time has been submitted but has not been approved. A manager/approver or departmental time administrator must approve the time before their respective deadlines for the employee to be paid for the reported hours.	High