

# HBS Timesheet Notifications, Errors, and Warning Codes

**Huntington Business Systems (HBS)** is used by UCSF employees to submit timesheets and leave requests. **HBS** helps you submit a correct timesheet by providing notifications, errors, and warnings during the submission process. A timesheet containing **errors cannot be submitted**. **Warnings** are guidelines, and do not prohibit timesheet submission. This quick reference guide explains the errors, warnings, and notifications in **HBS** and what to do when encountered.

## HBS Timesheet Errors and Warnings

When submitting your timesheet, **HBS** will display errors or warnings if your reported leave is incorrect or unusual. Errors must be resolved or the timesheet cannot be submitted. Errors (**E**) and Warnings (**W**) are displayed **in red** on the timesheet as shown in the example below ( **a** ).

Errors – Must be resolved prior to submitting the timesheet																
	Code	Message	Triggered When...	What to Do												
<div style="border: 1px solid orange; padding: 5px;"> <p align="center"><b>Timesheet Details for March, 2012</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Leave Type</th> <th>Hours per day</th> <th>Errors/Warnings (Mouse over for detail description) ?</th> </tr> </thead> <tbody> <tr> <td>Thu 3/1/2012</td> <td>VAC - Vacation</td> <td align="center">8.00</td> <td align="center">2FOZ</td> </tr> <tr> <td>Thu 3/1/2012</td> <td>VAC - Vacation</td> <td align="center">24.00</td> <td align="center">2FOZ</td> </tr> </tbody> </table> <div style="border: 1px solid orange; padding: 2px; margin-top: 5px;"> <p>2 -&gt; Total Monthly Business Hrs (E)                      F - Total Hours &gt; 24 Hours/Day (W)                      O - Insufficient Vacation (W)                      Z -&gt; Total Appointment % (W)</p> </div> </div>	Date	Leave Type	Hours per day	Errors/Warnings (Mouse over for detail description) ?	Thu 3/1/2012	VAC - Vacation	8.00	2FOZ	Thu 3/1/2012	VAC - Vacation	24.00	2FOZ	2	> Total Monthly Business Hrs	Hours entered exceed the total number of business hours in the pay period	Correct timesheet entry and submit
	Date	Leave Type	Hours per day	Errors/Warnings (Mouse over for detail description) ?												
	Thu 3/1/2012	VAC - Vacation	8.00	2FOZ												
	Thu 3/1/2012	VAC - Vacation	24.00	2FOZ												
	D	Hire Date, Sep. Date or LOA	Time entered on specified date is: a. Prior to hire date b. After separation date c. During Leave of Absence (LOA)	If your entries should be correct, contact your HR Generalist for help												
	U	Pay code not on File	Employee does not have an active distribution or pay code profile is not assigned	Contact your HR Generalist												
F	Total Hours > 24 Hours/Day	Hours entered for a given day exceed 24 hours in total	Correct timesheet entry and submit													
Z	> Total Appointment %	Total hours entered cannot exceed the total appointment percentage. For example, 184 working hours in a month at 80% means the total number of hours cannot exceed 147. (184 x .80 = 147)	Correct timesheet entry and submit													

## Warnings – May submit timesheet if entries are actually correct

Code	Message	Triggered When...	What to Do
C	Paid Leave Greater than Shift	Total time entered on specified day exceeds the employee's total daily normal work hours	Check to ensure entry is correct. If correct, complete (submit) the timesheet. If incorrect, correct the entry before submitting the timesheet.
O	Insufficient Vacation	Hours entered exceed vacation leave balance	Check to ensure entry is correct. If correct, complete (submit) the timesheet and <b>HBS</b> creates a pay adjustment for over-usage. If incorrect, correct the entry and submit.
P	Insufficient Sick	Hours entered exceed sick leave balance	

# HBS Timesheet Notifications, Errors, and Warning Codes

## HBS Notifications

HBS provides email notifications with reminders and status updates for timesheets and leave requests.

Recipient	Email Subject Line	Delivery Method	Why and When?	What to Do
Employee	HBS Alert: Reminder to Complete Timesheet	Email	Timesheet has not been completed – 6 calendar days before pay period end date	Employee should complete timesheet
	HBS Alert: Final Reminder to Complete Timesheet	Email	Timesheet has not been completed - 3 Calendar Days after Pay Period End Date	Employee should complete timesheet (final reminder)
	HBS Notice: Your Timesheet was Approved	Email	Timesheet was approved	No action required
	HBS Alert: Your Timesheet was Modified	Email	Timesheet was changed by someone other than employee	Employee should review changes made and resubmit timesheet
	HBS Notice: Your Leave Request was Reviewed	Email/Message Menu	Leave request was reviewed and either approved or denied	No action required; employee can submit new leave request to replace a denied leave request
Manager	HBS Alert: Final Reminder to Approve Timesheets	Email	Timesheets have not been approved - 4 calendar days after pay period end date	Manager should review and approve all unapproved timesheets as soon as possible
	HBS Alert: Final Reminder to Review Leave Requests	Email	Leave requests have not been reviewed – 4 calendar days before new period opens	Manager should review and approve/deny leave request(s)
Manager, Timesheet Group Manager	HBS Alert: Review Pending Leave Request	Email	Employee submits leave request	Manager should review and approve leave request(s)
Timesheet Group Manager	Leave of Absence	Message Menu	Employee is on Leave of Absence (LOA)	Timesheet Group Manager should monitor employee's timesheets while Employee is on LOA
Employee, Manager, and Timesheet Group Manager	HBS Alert: Vacation Balance Nearing Maximum	Message Menu	Vacation balance is at 75% of maximum	Employee and Manager should plan timely vacation dates to keep Employee vacation accrual below maximum
	HBS Alert: Vacation Accrual Maximum Reached	Message Menu	Vacation balance at maximum	Schedule leave immediately to avoid loss of hours; If leave cannot be approved for business operational reasons, complete the <a href="#">Vacation/PTO Accrual Extension Request</a>

## Additional Resources

This job aid, along with many other learning tools, can be found on the [Employee Time and Leave Reporting using HBS](#) page on the Controller's Office website.