TIMEaccess Exceptions - Reference Grid for Users

Exception ID	Description	Exception Data	Practical Application	Severity	Effect	Allowed
TLX01540	More than 24 hours reported	The sum of any TRCs of Hours Type cannot exceed 24 hours in a day	More than 24 hours are being reported for a single day. Review days before and after to make sure all punches are correct.	Medium	caution warning only	Y
U_TLIN	Out Punch with no IN Punch	Out punch has been recorded with no IN punch since prior one day	OUT punch is recorded with no IN punch on the current or previous day	High	prevents Payable Time	N
U_TLMEAL	SMU Missing meal punch	The day's elapsed time spans 5.5 hours in a day and no meal has been recorded	Amount of time between IN and OUT punches is more than 5.5 hours - and no lunch break was taken. **Consider**: Is this correct?	Medium	caution warning only	Y
U_TLOUT	SMU Missing Out Punch	No Out punch has been recorded for the last two days	IN punch recorded and no OUT punch on same or next day	High	prevents Payable Time	N
U_TLPUN	SMU Missing Punch	Out punch has been recorded on the next day	OUT punch is recorded on the day after the IN punch	Medium	caution warning only	Y
U_TLTER	Reported hours after Terminate	Hours Rptd after Job Term Date	The employee's job record is no longer active. Make sure the hours are on the correct Record #, or submit a new PAF to rehire. Once rehired, this exception will clear itself.	High	prevents Payable Time	N
U_TLVAC	Not Eligible for Paid Leave	Date of leave taken must be >= Benefits Service Date + 6 months	Employee cannot be paid for vacation leave until after 6 months service at SMU	High	prevents Payable Time	N
U_TLX100	Two IN punches together	MEAL out punch is missing; Please review the timesheet and make any appropriate adjustments.	Two IN punches together may mean that an OUT punch is missing, or an edit was keyed incorrectly	High	prevents Payable Time	N
U_TLX101	The first IN punch is missing	The first IN punch is missing; Please review the timesheet and make any appropriate adjustments.	MEAL OUT is the 1st punch for the day, and the previous day's last punch was an OUT punch. **Consider**: Is the IN punch missing?	High	prevents Payable Time	N
U_TLX102	IN punch after MEAL is missing	IN punch after MEAL is missing; Please review the timesheet and make any appropriate adjustments.	MEAL OUT punch is followed by an OUT punch. **Consider**: Is the IN punch after the MEAL missing?	High	prevents Payable Time	N
U_TLX103	Two OUT punches together	Two OUT Punches together; Please review the timesheet and make any appropriate adjustments.	Two OUT punches together may mean that an IN punch is missing, or an edit was keyed incorrectly	High	prevents Payable Time	N
U_TLXLW	Reported hours during Leave	Reported hours during Leave	Hours reported as worked for an employee who is on an official leave of absence	High	prevents Payable Time	N