

Erred Timecard Procedure

The Erred Timecard is a genie that will show you any employee that has not selected their appt/job or that has “err appt” appearing in the transfer column of their timecard.

This genie should be run to ensure that all corrections on the timecard are made prior to the Tuesday night export of hours. The hours will not transfer to the Student Appointment Payroll System if the transfer is blank, or “err appt” is appearing in the transfer column.

How do you run the Erred Timecard?

- Run the Erred Timecard genie by clicking on the “Erred-Timecard” genie on the Navigation Bar.
- Highlight the employees listed and look at each timecard individually by hitting the Timecard launch button.
- Look at the transfer column on the timecard for blank entries, or entries that begin with “Err Appt”.
- If the transfer is blank the employee forgot to select his/her appointment/job. Make the correction by selecting the appropriate appointment/job.
- If the transfer displays “err appt” select the correct transfer. If problems, check the Student Appointment Payroll System. Verify that the appointment was entered with a correct begin date, and that the employee is not trying to enter time prior to that date. If you continue to have problems contact your Divisional Payroll Office for help.
- After making all corrections run the “Erred Timecard” genie again by selecting it on the navigation bar. Click the refresh button on the browser toolbar. If anyone continues to appear make the necessary corrections.
- Note: If approval has already been applied, remove your approval from the timecard, make changes, and re-approve the timecard.

Cross-Campus Transfer

- The Erred Timecard is run Centrally for the entire Madison Campus.
- This task will be performed by the Central Payroll Office on Wednesday.

- We will email the Divisions who have students working in two different Divisions that may appear on the erred timecard. Note: We do not notify the Division if both of the student's jobs are in the same Division and they appear on the Erred Timecard.
- In the situation above the Divisional Payroll Office will contact the Departmental Payroll Office to make the necessary correction in Kronos. The Central Payroll Office should be notified to remove the sign-off. We will notify you when the sign-off is removed so the correction can be made in Kronos. The hours will then need to be entered into the Student Appointment Payroll System so they can be paid.
- If the hours do not belong to your Department, please respond to all on the email to indicate you have reviewed the hours.

When should you run the Erred Timecard Genie?

- This can be run anytime during the pay period so that you can notify employees to make corrections as necessary.
- Prior to the export of hours this genie needs to be run by Departmental Payroll Coordinators. We recommend Tuesday morning. Run the Erred timecard, make the corrections, reconcile the pay period close screen to all timecards, and run Erred timecard again when your payroll is complete.
- The Divisional Payroll Office will run this on Tuesday afternoon so that all issues can be resolved before the export of hours. If errors appear, the Divisional Office should notify the Departmental Coordinators to make the necessary corrections.
- Departmental and Divisional Office's should run the erred timecard again on Wednesday to verify that no changes were made after completion of their payroll.