

LAW TIME COMMENTS

COMMENT	What it Means	Action Required by Departmental Leave-Keeper	Action Required by University Leave Administrator
NO HOURS FOUND	Employee has not submitted hours for the period.	<p>Notify employee to submit report within deadline.</p> <p>If employee is on approved Leave of Absence, work with HR Rep on Time Submission.</p> <p>Ignore this message if it is referencing a future leave cycle.</p>	Follow established procedures
HOURS SHORT [{hours}]	Employee accounted for a total of less than 160 hrs x FTE in the following reporting categories: Regular Hours Worked, Paid Holiday, Emergency Closing Hours, and Leave Taken.	Review Leave Report for Correctness. May happen when an employee correctly reports working his regular assigned shift on a holiday. If short hours are HIGH, ask employee/supervisor to carefully review before approving. Extra Hours worked will be reduced by HOURS SHORT.	Understand the way LAW calculates hours so you can fluently explain what is happening. <i>Remember SMART and LAW handle calculations differently. See SMART report for non-law employee.</i>
REG HOURS OVER [{hours}]	Employee has accounted for more than 160 hrs x FTE in the following reporting categories: Regular Hours Worked, Paid Holiday, Emergency Closing Hours, and Leave Taken.	Common comment for LEO and rarely a problem since officers are generally scheduled for 168 hours. REG HOURS OVER add to other Extra Hours worked and are compensated by LAW.	Understand the way LAW calculates hours so you can fluently explain what is happening. <i>Remember SMART and LAW handle calculations differently. See SMART report for non-law employee</i>
RETURNED FOR CORRECTION	Leave Report has been returned to employee for correction by supervisor, proxy, or HR.	Contact employee to correct and resubmit report prior to the deadline.	Contact Leave-Keeper to follow through.

LAW TIME COMMENTS

ERROR STATUS	Leave Report is in error status, usually because either employee has tried to submit more than once, or supervisor has tried to approve more than once.	If supervisor has already approved, or if there are obvious time entry errors on the report, notify university leave-administrator. If the supervisor has not approved, the supervisor should be able to approve a leave report that has an error status.	Troubleshoot issue. If supervisor has approved, contact R rep to return report for re-approval.
WSH ({wsh hours}) EXCEEDS WORK ({work hours}) [{date}]	Shift Premium Hours exceed hours physically worked for the day.	Return for Correction.	Exception: The employee is due Shift Premium if he was on investigatory suspension with pay on a day he was assigned to work 2 <sup>nd</sup> or 3 <sup>rd</sup> shift.
EXCESS HOLIDAY TAKEN [{whlx hours}]	A holiday is worth 8 hrs x FTE. If more hours are entered in "Paid Holiday" you will get this message	Return for Correction	
DAILY HOURS EXCEED 24 [{date}]	Displays when hours reported as worked, scheduled on-call, and paid leave exceed 24 for the day.	Return for correction – unless the COMMENT was for a holiday when the employee reported scheduled on-call. LAW will not fix this error.	
WHL and WSE HOURS DETECTED [{date}]	A comment that Special Event Hours were worked on a Holiday – LAW will process shift premium pay for these hours.	Check to be sure there was a special event scheduled on the holiday. Return for correction if needed.	

COMMENT CODES