

SMART TIME COMMENT

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.	Notify employee to submit report within deadline. If employee is on approved Leave of Absence, work with HR Rep on Time Submission. Ignore this message if it is referencing a future leave cycle.	Follow established procedures
HOURS SHORT [{hours}]	Employee accounted for a total of less than 40 hrs x FTE in the following reporting categories: Regular Hours Worked, Paid Holiday, Emergency Closing Hours, and Leave Taken.	Return for Correction, or if deadline has passed, ask supervisor to make a correction. Payroll process will deduct SHORT from accrued CompTime, vacation or bonus leave. If hours remain after deducting from these leave buckets, the employee's pay is docked.	Return for Correction. If new or terminating employee with mid-week begin or end date, the university leave administrator will make correction.
REG HOURS OVER [{hours}]	Employee has accounted for more than 40 hrs x FTE in the following reporting categories: Regular Hours Worked, Paid Holiday, Emergency Closing Hours, and Leave Taken.	Return for Correction, or if deadline has passed, ask supervisor to make a correction. SMART will not compensate for HOURS OVER.	Return for Correction.
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 thru.
ERROR STATUS	Leave Report is in error status, 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.	If supervisor has approved, contact HR rep to return report for re-approval.

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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 nd or 3 rd 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.	

COMMENT Codes