

Compensation Administration Tool Errors Overview

General Notes

- A hard error or warning means that the given data point or section of data either cannot be loaded or saved. This type of error must be resolved immediately, otherwise the data will not exist in the CAT
- A soft error or warning means that the given data point or section of data will load or save. This type of error may be resolved at a later point or may be for informational purposes only

IPS Errors

- The action necessary for a given error may differ depending on whether the process was run in Report Only mode or Process and Report mode
- If running in Report Only mode, any data changes can either be made in the IPS and a new upload file be created, or can be made on the CAT Page after running the same file in Process and Report mode
- If running in Process and Report mode, any data changes must be made on the CAT Page
- The number preceding each message in the ERRORMSG column indicates which compensation or funding row the message pertains to; for example "3. Identical EmplID/empl_rcd/action reason/change amount exists in the file" is for the 3rd compensation change for the given employee, and "2. Identical EmplID/empl_rcd/acct_cd/uw_cat_dist_pct exists in the file" is for the 2nd funding split for the given employee

CAT Errors

- The CAT Page contains both soft errors/warnings that will still allow the page to save, and hard errors that will not allow the page to save
- SFS combo edit errors are considered a soft error/warning and allow the given funding split to still be saved and flow to BSUM
- After a soft error/warning appears as a pop-up message, the CAT Errors box populates with the general category of the unresolved error(s)

AAP Errors

- The AAP Page contains only hard errors that will not allow the page to save
- SFS combo edit errors are considered a hard error and do not allow the entire page to save when a single funding split fails the edits

IPS Upload Errors and Warnings

Section	Message	Soft vs Hard Warning	Reason	Action Necessary	Other Reporting Sources
Job Edits / Run Control Edits	EmplID/Empl_Rcd not in Active HR STATUS	No Data for Employee Loads to CAT	Employee's job is currently inactive in HRS	Enter an active EmplID/Empl Record	-
	Position_Nbr does not match EmplID/empl_rcd	No Data for Employee Loads to CAT	Position Number in IPS does not match Position Number in HRS Job Data	Manually add the employee to the CAT Page	Missing From CAT (until manually added)
	Position_Nbr does not match EmplID/empl_rcd in CAT Job	No Data for Employee Loads to CAT	Position Number in IPS does not match Position Number in CAT	Employee exists in CAT; manually add/edit the employee's data on the existing CAT Page	HRS Change (feed on) HRS to CAT Compare (feed off)
	Fiscal Year is not in Open Status	No Data for Employee Loads to CAT	Fiscal Year in IPS or on Run Control not the year currently being budgeted for	Confirm the correct open Fiscal Year is in the IPS, and if so, contact your CAT Liaison	-
	Business Unit: XXXXX did not match Run Control	No Data for Employee Loads to CAT	IPS File Business Unit does not match Run Control Business Unit	Enter the same Business Unit in the IPS and on the Run Control	-
Header Edits	DeptID: XXXXX mismatch between loaded row and HRS	Soft Warning - All Compensation & Funding Data will Load	DeptID in IPS does not match DeptID in HRS Job Data	If updated DeptID in HRS is outside your unit, confirm uploaded changes with the new unit	HRS Change (feed on)
	Jobcode: XXXXX mismatch between loaded row and HRS	Soft Warning - All Compensation & Funding Data will Load	Jobcode in IPS does not match Jobcode in HRS Job Data	-	HRS Change (feed on)
	FTE: XXXXX mismatch between loaded row and HRS	Soft Warning - All Compensation & Funding Data will Load	FTE in IPS does not match FTE in HRS Job Data	If FTE was updated in IPS, no action necessary; if not, confirm new planned FTE from HRS	HRS Change (feed on)
	Pay Basis: XX mismatch between loaded row and HRS	Soft Warning - All Compensation & Funding Data will Load	Pay Basis in IPS does not match Pay Basis in HRS Job Data	Confirm uploaded compensation and funding changes still applicable given new Pay Basis	HRS Change (feed on)
	Comprate: ##### mismatch between loaded row and HRS	Soft Warning - All Compensation & Funding Data will Load	Comprate in IPS does not match Comprate in HRS Job Data	Confirm uploaded compensation and funding changes still applicable given new Comp Rate	HRS Change (feed on)
	EJED mismatch between loaded row and HRS	Soft Warning - All Compensation & Funding Data will Load	Expected Job End Date in IPS does not match EJED in HRS Job Data	Confirm updated EJED from HRS Job Data does not require deletion of the CAT record	HRS Change HRS to CAT Compare
	Business Unit: XXXXX mismatch between loaded row and HRS	Soft Warning - All Compensation & Funding Data will Load	Business Unit in IPS for EmplID does not match HRS Job Data	Communicate and confirm uploaded changes with the new Business Unit	HRS Change (feed on)
Compensation Edits	Identical EmplID/empl_rcd/action reason/change amount exists	Hard Warning - All Other Data in File Will Load	Matching Action Reason or Change Amount found for EmplID or Empl Record in IPS file	Consolidate and/or delete matching Action Reasons so that only one of each exists	-
	Action Reason is not valid for PAY	Hard Warning - All Other Data in File Will Load	Action Reason selected is not valid for the Pay Rate Change Action	Select a valid three-digit Action Reason in the IPS or manually enter the comp change in CAT	-
	Change % exceeds 999.99%	Hard Warning - All Other Data in File Will Load	Change Amount results in a Change Percentage greater than 999.99%	Adjust the Change Amount to be less than 999.99% or manually enter comp change in CAT	-
	CSB Flag value is invalid	Hard Warning - All Other Data in File Will Load	CSB Flag is not Yes or No	Select Yes or No for Question 2 in the IPS or manually enter the comp change in CAT	-
	Planned FTE cannot be negative	Hard Warning - All Other Data in File Will Load	Planned FTE is less than zero	Adjust Planned FTE to be greater than zero but less than or equal to 1	-
	Planned FTE cannot be greater than 1	Hard Warning - All Other Data in File Will Load	Planned FTE is greater than 1	Adjust Planned FTE to be less than or equal to 1 but greater than or equal to zero	-
Funding Checks	Identical EmplID/empl_rcd/acct_cd/uw_cat_dist_pct exists in the file	Hard Warning - All Other Data in File Will Load	Identical Account Code/Distribution % found for EmplID/Empl Record in IPS file	Review the EmplID/Empl Record in the IPS and CAT to determine if the string is needed	-
	Account Code is invalid	Hard Warning - All Other Data in File Will Load	The upload text string did not populate hyphens between Account Code fields	Review the IPS formatting of funding fields and the IPS --> CAT tab; contact your CAT Liaison	-
	Account Code: Fund Code is not valid	Hard Warning - All Other Data in File Will Load	Fund Code in Account Code is not valid	Determine the correct Fund Code and enter the funding string manually on the CAT Page	-

IPS Upload Errors and Warnings

Section	Message	Soft vs Hard Warning	Reason	Action Necessary	Other Reporting Sources
	Account Code: DeptID is not valid	Hard Warning - All Other Data in File Will Load	DeptID in Account Code is not valid	Determine the correct DeptID and enter the funding string manually on the CAT Page	-
	Account Code: Program Code is not valid	Hard Warning - All Other Data in File Will Load	Program Code in Account Code is not valid	Determine the correct Program Code and enter the funding string manually on the CAT Page	-
	Account Code: Project Id is not valid	Hard Warning - All Other Data in File Will Load	ProjectID in Account Code is not valid	Determine the correct ProjectID and enter the funding string manually on the CAT Page	-
	Account Code: Business Unit is not valid	Hard Warning - All Other Data in File Will Load	Business Unit in Account Code is not valid	Determine the correct Business Unit and enter the funding string manually on the CAT Page	-
	Negative Distribution % is invalid	Hard Warning - All Other Data in File Will Load	Distribution Percentage is negative	Update Distribution Percentage to be a positive value	-
	Funding OK to Load value is invalid	Hard Warning - All Other Data in File Will Load	Funding OK to Load value is not Yes or No	Select either Yes or No for "Funding OK to Load" (column 107 in IPS)	-

CAT Errors and Warnings

Section	Message	Soft vs Hard Warning	Reason	Action Necessary	Other Reporting Sources
Job Level Errors	Planned FTE = 0, Budgeted Amount will not count towards summary totals	Soft Warning - Page Will Still Save	Planned FTE = 0	If unintended, adjust the Planned FTE to be greater than 0 and less than or equal to 1	Record Errors Report
	Planned FTE greater than one across multiple Empl Records	Soft Warning - Page Will Still Save	Planned FTE > 1 on multiple Empl Records	Adjust the Planned FTE across the Empl Records to sum to 1	Record Errors Report
	<i>Edit against valid Job Code descriptions in HRS - no message</i>	<i>Handled by Dropdown</i>	Invalid Planned Title	Enter a valid Job Code or Title from HRS	-
Compensation Section Errors	Action Reason XXX occurs more than once	Hard Warning - Page Will Not Save	Action Reason has already been entered on the page	Adjust the Action Reasons so that only one of each exists	-
	Identical action reason exists in the CAT and in HRS	Soft Warning - Page Will Still Save	Identical Action Reason exists in the CAT and in HRS (as of the assigned effective date window)	Adjust the Action Reasons so that there is no duplication between the CAT and HRS	Record Errors Report
	Change Amount cannot be zero	Hard Warning - Page Will Not Save	Action Reason without a dollar amount or %	Add either a Change Amount or a Change Percent greater than zero for the Action Reason	-
	Hourly Change Amount must be > \$-100 and < \$100. Please fix.	Hard Warning - Page Will Not Save	Hourly Jobs Change Amount must be >-\$100 and <\$100	Adjust the Change Amount for Hourly jobs to be greater than -\$100 and less than \$100	-
Funding Section Errors	No funding has been entered, salary will not add to summary totals	Soft Warning - Page Will Still Save	No Funding Information Entered in the CAT	Add a funding string to add salary to summary totals	Record Errors Report
	Total Funding distribution % must equal 100%	Soft Warning - Page Will Still Save	Funding Distribution <> 100%	Adjust Funding Distribution on each string so they total to 100%	Record Errors Report
	Distribution Percentage, Budgeted FTE, or Budgeted Amount = 0 on a funding split	Soft Warning - Page Will Still Save	On an individual funding split, Distribution Percentage, Budgeted FTE, or Budgeted Amount = 0	Adjust the Distribution Percentage, Budgeted FTE, or Budgeted Amount on each funding string so that they are all greater than 0	Record Errors Report
	Business Unit, Fund Code, Funding DeptID or Program Code is blank	Soft Warning - Page Will Still Save	Partially Blank Funding String (Fund, DeptID, or Program are blank)	Ensure that all required fields on the funding string are populated	Record Errors Report
	Funding String occurs more than once	Hard Warning - Page Will Not Save	Identical funding split entered on page	Review funding splits and delete any identical strings	-
	Budgeted Amount cannot be negative	Hard Warning - Page Will Not Save	Negative Budgeted Amount	Adjust Budgeted Amount to be greater than 0.	-
	Each funding string field / chartstring value must be valid	Hard Warning - Page Will Not Save	Each funding string field / chartstring value must be valid	Review the funding strings and chartfield values to ensure that each is valid	-
SFS Edit Checks and Errors	Row has not been run through SFS edits	Soft Warning - Page Will Still Save	SFS Edits (ok to load checked) Unverified (all rows loaded via IPS/DPS assigned this status)	Ensure that the values selected are a valid combination	Record Errors Report
	<i>No error message stored for passed edit</i>	Soft Warning - Page Will Still Save	SFS Edits (ok to load checked) Passed	N/A	Record Errors Report
	Warning--Funding String(s) failed edits <i>Example: Row 1 - Combo error for fields ACCOUNT/FUND_CODE in group FNDMAJCLAS</i>	Soft Warning - Page Will Still Save	SFS Edits (ok to load checked) Failed	Ensure that the values selected are a valid combination	Record Errors Report
	Invalid Date	Soft Warning - Page Will Still Save	The Date entered is invalid	Review the Date entered to ensure that it is an open, valid date	Record Errors Report
	Invalid value in %1: %2	Hard Warning - Page Will Not Save	Invalid value in BUSINESS_UNIT_GL: UWMKK	Review and add a valid value in the field identified in the error message.	-
	Field is required: %1	Soft Warning - Page Will Still Save	Field is required: SEQNO	Enter a value in the field identified in the error message.	Record Errors Report

CAT Errors and Warnings

Section	Message	Soft vs Hard Warning	Reason	Action Necessary	Other Reporting Sources
	Combo error for fields %1 in group %2%3.	Soft Warning - Page Will Still Save	Combo error for fields PROJECT_ID/DeptID in group PRJ_DEPT. Combo error for fields PROJECT_ID/ FUND_CODE in group PRJ_FUND. Combo error for fields PROJECT_ID/PROGRAM_CODE in group PRJ_PROG. Combo error for fields FUND_CODE/ DeptID in group ORGEDIT.	Ensure that the values selected are a valid combination	Record Errors Report
	Invalid Chart Field %1 Value %2	Soft Warning - Page Will Still Save	Invalid Chart Field PROGRAM_CODE Value (45)	Review and add a valid value in the field identified in the error message.	Record Errors Report
	Project is Inactive	Soft Warning - Page Will Still Save	Project is Inactive	Enter a valid, active Project ID	Record Errors Report
	Project status is A, C, H or J	Soft Warning - Page Will Still Save	Project status is A, C, H or J	Enter a valid, active Project ID	Record Errors Report
	Accounting date outside of project begin and end dates	Soft Warning - Page Will Still Save	Accounting date outside of project begin and end dates	Enter a valid, active Project ID	Record Errors Report
	KK Eff. Date Error	Soft Warning - Page Will Still Save	KK Eff. Date Error	Ensure that the values selected are a valid combination	Record Errors Report
	No KK CF Value Record found	Soft Warning - Page Will Still Save	No KK CF Value Record found	Ensure that the values selected are a valid combination	Record Errors Report
	Budget Does Not Exist	Soft Warning - Page Will Still Save	Budget Does Not Exist	Ensure that the values selected are a valid combination	Record Errors Report
	Project Status E - only fail BusPO	Soft Warning - Page Will Still Save		Enter a valid, active Project ID	Record Errors Report

AAP Errors

Section	Message	Soft vs Hard Warning	Reason	Action Necessary	Other Reporting Sources
Field Edit	Job Code, Pay Basis, Position Number, DeptID, Fund, Program must exist in HRS	Hard Warning - Page Will Not Save	Job Code, Pay Basis, Position Number, DeptID, Fund, Program entered in AAP does not exist in HRS	Enter Job Code, Pay Basis, Position Number, DeptID, Fund, or Program that already exists in HRS	-
	Budgeted Amount must be positive or negative dollar amount. Can enter a \$0 budgeted amount only when a negative FTE is entered.	Hard Warning - Page Will Not Save	Budgeted Amount can only be zero when FTE is negative	Enter a non-zero value for Budgeted Amount	-
	FTE can be positive or negative, but must be numerical	Hard Warning - Page Will Not Save	FTE cannot be zero	Enter a non-zero numerical value for FTE	-
	If a Adjustment Type of SH or LTE is entered, FTE cannot be entered (field should grey out)	Hard Warning - Page Will Not Save	Student Help and Limited Time Employment are not calculated for Full Time Employment	Do not enter FTE for Student Help or LTE	-
SFS Edit Errors	Invalid Date	Hard Warning - Page Will Not Save	The Date entered is invalid	Review the Date entered to ensure that it is an open, valid date	-
	Invalid value in %1: %2	Hard Warning - Page Will Not Save	Invalid value in BUSINESS_UNIT_GL: UWMKK	Review and add a valid value in the field identified in the error message.	-
	Field is required: %1	Hard Warning - Page Will Not Save	Field is required: SEQNO	Enter a value in the field identified in the error message.	-
	Combo error for fields %1 in group %2%3.	Hard Warning - Page Will Not Save	Combo error for fields PROJECT_ID/DeptID in group PRJ_DEPT. Combo error for fields PROJECT_ID/FUND_CODE in group PRJ_FUND. Combo error for fields PROJECT_ID/PROGRAM_CODE in group PRJ_PROG. Combo error for fields FUND_CODE/DeptID in group ORGEDIT.	Ensure that the values selected are a valid combination	-
	Invalid Chart Field %1 Value %2	Hard Warning - Page Will Not Save	Invalid Chart Field PROGRAM_CODE Value (45)	Review and add a valid value in the field identified in the error message.	-
	Project is Inactive	Hard Warning - Page Will Not Save	Project is Inactive	Enter a valid, active Project ID	-
	Project status is A, C, H or J	Hard Warning - Page Will Not Save	Project status is A, C, H or J	Enter a valid, active Project ID	-
	Accounting date outside of project begin and end dates	Hard Warning - Page Will Not Save	Accounting date outside of project begin and end dates	Enter a valid, active Project ID	-
	KK Eff. Date Error	Hard Warning - Page Will Not Save	KK Eff. Date Error	Ensure that the values selected are a valid combination	-
	No KK CF Value Record found	Hard Warning - Page Will Not Save	No KK CF Value Record found	Ensure that the values selected are a valid combination	-
	Budget Does Not Exist	Hard Warning - Page Will Not Save	Budget Does Not Exist	Ensure that the values selected are a valid combination	-
	Project Status E - only fail BusPO	Hard Warning - Page Will Not Save		Enter a valid, active Project ID	-