

## ULTRATIME EXCEPTION CODES

Cell Color	Code	Description	Notes
<b>CRITICAL ERROR</b>	Red	ABS	Scheduled-no punches Absent - the employee was scheduled to work but no time entry.
	Red	DC	Position Code Error There Is an issue with the employee's job. It is not active usually because the job has not yet started or the job was ended.
	Red	MP	Missing Punch There is only an in punch or out punch and is missing the other time record.
	Red	PE	Punch Error
<b>WORKED HOURS EXCEPTION WILL TURN TO GREY WHEN CONFIRMED</b>	Blue	DLS	Daylight Savings
	Blue	IE	In Early
	Blue	IL	In Late
	Blue	JE	Job Error
	Blue	LL	Long Lunch
	Blue	ML	Missing Lunch
	Blue	NH	Negative Hours This happens when the lunch deduction is longer than the hours recorded for that entry.
	Blue	OE	Out Early
	Blue	OH	Over Hours
	Blue	OL	Out Late
	Blue	SC	Schedule Conflict
	Blue	SL	Short Lunch
	Blue	SO	Scheduled Off This will show up for all employees that do not have a schedule in the system.
	Blue	TO	Time Overlap
	Blue	UH	Under Hours
<b>ABSENCE CODE/EXCEPTION WILL TURN TO GREY WHEN APPROVED</b>	Yellow	EDU	Education Needs to be approved on Absences Tab.
	Yellow	FNH	Funeral Needs to be approved on Absences Tab.
	Yellow	INH	Incidental Hours Needs to be approved on Absences Tab and deducts from incidental bank.
	Yellow	JDH	Jury Duty Needs to be approved on Absences Tab.
	Yellow	M-ABS	Multiple Absences Needs to be approved on Absences Tab.
	Yellow	OOP	Out of Office Paid Needs to be approved on Absences Tab.
	Yellow	PLH	Parental Leave Needs to be approved on Absences Tab.
	Yellow	PRH	Personal Day Needs to be approved on Absences Tab and deducts from incidental bank.
	Yellow	RSV	PLACEHOLDER Absence This needs to be changed to VAC or PRH/INC in the pay period in order to be paid.
	Yellow	STH	STIR Short Term IR Needs to be approved on Absences Tab.
	Yellow	TRN	Training Needs to be approved on Absences Tab.
	Yellow	VAC	Vacation Hours Needs to be approved on Absences Tab and deducts from vacation bank.
	Yellow	WCH	Worker's Comp Needs to be approved on Absences Tab.
	Yellow	WTH	Weather Related Abs Will only be made available for official University closures.
Grey	HOL	Holiday Pre-approved but needs to be confirmed with checkmark.	

### EXCEPTIONS RESULTING IN THE EMPLOYEE NOT BEING PAID

- Red
 Red exceptions are critical errors and the employee **will not be paid** until resolved.
- Yellow
 Yellow exceptions are unapproved absences and **will not be paid** until the time has been approved.