Error Messages

🛑 **Approver's position is vacant for the pay period**

Has the approver transferred or promoted to another position? Has approver termed employment? Need to update with approver information from department. Contact payroll department at 581-2118.

🛑 **Approver not in GOAEACC**

When an approver or acknowledger is not set up in GOAEACC or in Oracle, the end user cannot open their timesheet or leave report. Contact payroll department at 581-2118.

⚠️ **No Hours Entered**

No hours have been entered into the timesheet and the record is in Error status. Bi-weekly timesheets cannot be submitted without any hours. Monthly leave reports should include a comment "No Time Taken" to verify that no benefit usage is being reported.

⚠️ **Approval Not Allowed**

A record was attempted to be approved more than once. This may occur when the approver double-clicks on the Approve button, or attempts to use the Web browser back button to return to records already approved.

⚠️ **Time Transaction Already Exists**

This notifies the employee that they have already attempted to start a time sheet that has already been initiated and is In Progress status. This error can occur when a user clicks on the Web browser back button after previously selecting and starting a time sheet.

⚠️ **Submit Not Allowed**

A record was attempted to be submitted more than once. This error can occur when a user double-clicks on the Submit for Approval button, or if the user attempts to use the Web browser back button and make changes to the record after it has been submitted.

⚠️ **Warnings (Possible Insufficient Leave Balance)**

Warnings will appear when a Leave Report is submitted with Sick Leave usage; or when a Leave Report is submitted with zero (0) hours used. This is only a warning; and will not affect payroll processing.