Overview: This document provides a brief description of the exception, severity level and action required in order to resolve exceptions generated during the time reporting validation process.

Exception ID	Exception Description	Severity Level	Explanation	Resolution
TLX00030	Inactive Time Reporter Status	High	Inactive Employee	Contact Payroll
TLX00420	Invalid TRC	High	Invalid Time Reporter Code	Contact Payroll
TLX00440	TRC is not in TRC Program	High	Invalid Time Reporter Code	Contact Payroll
TLX01540	More than 24 hours reported	Medium	Reported daily work hours exceeds 24 hours	Timesheet correction required: Verify shift begin and end time. Ensure IN and OUT punch exists for that day.
TLX10065	Missing Punch	High	Missing IN or OUT entry	Timesheet correction required: Add missing punch value, an IN and OUT punch is required.
TLX10066	Worked without a Break	Low	Employees are require to a minimum of a half-hour unpaid lunch break when scheduled to work six or more consecutive hours	Timesheet correction required: Reduce hours reported to six (6), insert another row to report remaining work hours.
TLX10068	Daily average hours exceeded	Medium	Reported hours exceed 8.	Please refer to the Student Assistant Employment Guide for additional details regarding student work hours.
TLX90001	Weekly Hours exceed 40	Medium	Employee reported an excess of 40 hours.	Timesheet correction required: Reduce workweek total to 40 hours. Overtime Request form must be completed and submitted to payroll to request payment of additional hours.
TLX90002	Student hour exceed 20	Medium	Student employee reported an excess of 20 hours.	When school is in session, Student Assistants may work up to, but not exceed, 20 hours per week. When school is not in session due to academic breaks and summer recess, Student Assistants may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime.
TLX90011	Holiday Hours < > Min Max Table	Medium	Requires an administrative review of Holiday hours	Contact Payroll