Common Timesheet Errors

Some of the most common timesheet erros are due to:

- You don't have enough leave in your bank for the request
- You're not eligible to use the attendance type
- You're not eligible to charge to that cost center
- You forgot to enter a value in a required field
- You entered an incorrect combination of data

Error:: Not Enough Leave

⚠ Caution: Errors During Release Poss. 11/08/2006:Not enough quota 04 for attendance/absence 120P on 11/08/2006 for personnel no. 00000188

This message appears when you do not have enough time available for the Leave Type (A/A Type) you selected in your timesheet.

Solution::

- Check your entries in the timesheet to be sure that you did not make an error. If you did, correct the times as required
- If this is not the case, check your time Statement to see if you have leave time available. If it appears that you do, follow up with your timekeeper to see where there may be issues.

Error: Record does not exist

This error message is indicated that a certain record (be it Work Order, Cost Center or Functional Area) does not exist. As it is an error message, SAP does not let you proceed until you correct this error.

❗ 10/18/2006: Order 11234 does not exist

❗ 10/18/2006: No information was found

❗ 10/17/2006: Order 11234 does not exist

❗ 10/17/2006: No information was found

❗ 10/16/2006: Order 11234 does not exist

❗ 10/16/2006: No information was found

❗ Erroneous records exist. Navigation is not possible

Solution::
You need to go back to your entries and enter the correct data for the identified line item(s).

Error:: Duplicate Entry

If SAP gives you the error message 'Collision with full-day absence', the system is telling you that you have already entered and saved time for a day where you are now claiming an absence.

❗ 10/14/2006: Collision with full-day absence

❗ Erroneous records exist. Navigation is not possible

⚠ Attendance/absence 10/14/2006 - 10/14/2006 during non-working period (att./abs.type 010N)

⚠ Attendance/absence 10/14/2006 - 10/14/2006 during non-working period (att./abs.type 190P)

Solution::
You must access the date(s) identified and delete the horus you had previously entered and saved for that day.

Error:: You have not changed or added any data

You have not changed or added any data.   When you receive the message, 'You have not changed or added any data', SAP is telling you that you did not complete an entry - for example you may have entered the attendance, but not the hours. In other words. no changes have taken place to the existing timesheet.

Solution::

To return to the timeshee entry screen, click the 'Previous Steps' button on the Working Time interface. You can then correct the incomplete entries.