

				Approval Role/Level (Note 3)						
				Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	
TST Message Number	Message Text	Default Severity (Note 1)	Override Capability (Note 2)	ERP	Report Initiator (RI)	Dept Rep Reviewer (DRR)	Employee or Knowl Person (EKP)	Dept Rep Approver (DRA)	Finalizer	Notes on Resolution
10	Errors exist at the job (appointment) level.	Error	n/a	Message	Error	n/a	n/a	n/a	n/a	This error will be resolved prior to the report being pushed out to the department.
20	Warnings exist at the job (appointment) level.	Warning	n/a	Message	Warning	Warning	Warning	Warning	Warning	This is simply a message that tells that you there is a warning in the details of the report.
30	Informational Messages exist at the job (appointment) level.	Message	n/a	Message	Message	Message	Message	Message	Message	This is simply a message that tells you that there is a more specific message in the details of the report.
100	Errors exist at the Line level.	Error	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This is an error message that tells you that there is a more specific message in the details of the report. The line level error will provide detail. When that error is resolved, this error will go away.
110	Warnings exist at the Line level.	Warning	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This is simply a message that tells that you there is a warning in the details of the report. It is the line level error that will provide the detail.
120	Informational Messages exist at the Line level.	Message	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This is simply a message that tells you that there is a more specific message in the details of the report. The line level message will provide detail.
130	Errors exist on the A-21 View.	Error	n/a	Message	n/a	n/a	n/a	n/a	n/a	This is just a high level message to tell you that there is an error on the A-21 view of the report. When that error is resolved, this error will go away.
140	Warnings exist on the A-21 View.	Warning	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This is just a high level message to tell you that there is an error on the A-21 view of the report.
150	Informational Messages exist on the A-21 View.	Message	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This is just a high level message to tell you that there is a more detailed message on the A-21 view of the report.
160	Line-level Errors have been overridden	Message	Finalizer	Message	Message	Message	Message	Message	Error	This is a indicator to trigger review of all errors that are overridden during the process.
170	Effort cannot be less than 100%	Error	n/a	Message	Message	Warning	Error	n/a	n/a	Adjust effort entered until total equals 100%.

TST Message Number	Message Text	Default Severity (Note 1)	Override Capability (Note 2)	ERP	Report Initiator (RI)	Dept Rep Reviewer (DRR)	Employee or Knowl Person (EKP)	Dept Rep Approver (DRA)	Finalizer	Notes on Resolution
180	Effort cannot exceed 100%	Error	n/a	Message	Message	Error	Error	n/a	n/a	Adjust effort entered until total equals 100%.
210	Employee shows zero hourly rate and is not a courtesy appointment.	Error	DRR	Message	Warning	Error	n/a	n/a	n/a	Determine if a courtesy appt is more appropriate. If the appointment is correct, please update the FTE for the job.
240	The hourly rate for a job (appointment) with grant funding exceeds the hourly rate for a different appointment with the same job code and no grant funding.	Error	DRA	Warning	Warning	Warning	Warning	Error	n/a	This is a warning until it gets to the DRA as it doesn't impact the determination of effort spent.  If this warning is on a federally funded project (either directly funded or through another agency), the DRA needs to confirm that difference in rate of pay is justified based on duties.
1000	Not enough non-sponsored funding available to cover cost sharing based on effort entered.	Error	n/a	Message	Message	Warning	Warning	Error	n/a	Process payroll adjustment.
1010	You cannot enter a negative effort percentage.	Cancel	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Enter a number greater than or equal to zero.
1020	Payroll distribution percentage cannot be negative.	Error	DRR	Message	Warning	Error	n/a	n/a	n/a	A payroll distribution needs to be processed.
1021	Payroll distribution percentage cannot be negative.	Error	n/a	Message	Warning	Warning	Message	Error	n/a	The payroll adjustment was to have been prepared in response to error 1120, but has not yet cleared the system. You need to follow-up to ensure that the correction was submitted and processed correctly.
1030	Effort not sufficient to meet Pay Distribution	Error	n/a	Message	Message	Message	Warning	Error	n/a	This is a warning for the EKP because they are expected to enter their actual effort. The DRA will be responsible for making any payroll correction that is required, as a result of effort entered.
1040	Effort has not been entered sufficient to cover the required over the salary cap cost share.	Error	DRA	Message	Warning	Warning	Message	Error	n/a	A payroll correction needs to be processed. Please contact SRAS for guidance.

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1050	Pay occurs on this project prior to project start date.	Error	n/a	Message	Message	Warning	Message	Error	n/a	Payroll adjustment or change in project start date required (Contact SRS if you feel the start date is not correct).
1060	Pay occurs on this project after the project end date.	Error	n/a	Message	Message	Warning	Message	Error	n/a	Payroll adjustment or change in project end date required (Contact SRS if you feel the end date is not correct).
1070	Cannot enter more than 100% for any line	Cancel	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Enter 100 percent or less.
1080	Instructor of record is paid on a control account. (Fund 560)	Error	DRA	Warning	Warning	Warning	Message	Error	n/a	This error can only be overridden with written approval from SRS.
1090	This project funds Instruction for Credit. Effort related to courses must be entered in the Instruction for Credit section.	Warning	n/a	Message	Message	Warning	Warning	n/a	n/a	This is really just a reminder to ensure that effort related to Instruction for Credit is recorded in that section.
1100	Individuals paid from a COM Residency Program Account must report all non-instructional effort in either "Residency Instruction (Medical only) " or "Dept/Unit/College Admin."	Cancel	n/a	n/a	Message	n/a	n/a	Message	Message	Report effort in the correct section.
1101	Only individuals paid from a COM Residency Program Account may report non-instructional effort in "Residency Instruction (Medicine only) ."	Cancel	n/a	n/a	Message	n/a	n/a	Message	Message	Report effort in the correct section.
1110	More than two months salary has been charged to NSF Project(s).	Error	DRA	Message	Message	Warning	Message	Error	n/a	Process payroll adjustment moving salary in excess of two months to a non-sponsored source of funding.
1120	Effort entered is less than commitment.	Error	DRA	Message	Message	Message	Warning	Error	n/a	Contact SRS to correct/adjust commitment.
1121	Effort entered is greater than commitment.	Warning	n/a	Message	Message	Message	Message	Warning	Message	DRA may want to contact SRS to adjust commitment in future periods.
1130	Effort entered creates Uncommitted Cost Sharing.	Error	DRA	Message	Message	Message	Warning	Error	n/a	DRA should ask employee if a salary adjustment is needed to charge more salary to the project. If answer is yes, process RDFF. If answer is no, override error at Dept Rep workflow level 5.

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1140	This project is not considered to be Sponsored. Effort on this project should be accounted for in the Other Non-Sponsored Activity Section.	Error	n/a	Message	Message	Error	Error	n/a	n/a	This message will come into play when you manually add a sponsored project for which the salary is not considered research. Contact SRS for resolution.
1150	Required K Award effort not met.	Error	DRA	Message	Message	Message	Warning	Error		Consult with SRS staff for resolution.
1160	If contact hours are shown in Instruction for Credit, effort must be entered	Error	n/a	Message	Message	Warning	Error	n/a	n/a	You must enter effort for all courses.
1170	Effort entered > upper boundary of range vs contact hours - review & override, if appropriate	Error	EKP	Message	Message	Warning	Error	n/a	n/a	The EKP is to enter actual effort required for each activity. If this error appears and the effort entered is correct, the error can be overridden. However, an explanation is required.
1171	Effort entered < lower boundary of range vs contact hours - review & override, if appropriate	Error	EKP	Message	Message	Warning	Error	n/a	n/a	The EKP is to enter actual effort required for each activity. If this error appears and the effort entered is correct, the error can be overridden. However, an explanation is required.
1180	Effort must be entered in whole percentage points.	Cancel	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Enter effort in whole numbers
1210	You are not allowed to enter effort under the category Sponsored Projects Adminstration.	Cancel	n/a	n/a	n/a	n/a	n/a	n/a	n/a	You need to remove any effort entered on this line as this line is reserved for specific department IDs.
<b>NOTES:</b>										
(1)		Each message can be defined to be displayed at different levels of severity depending on the Approval Role/Level. The <b>Default Severity</b> defines the highest level that this message will ever appear.								
(2)		When a message has a default severity of Error, it cannot be moved to the next step in the process until the error is resolved. In some cases, the error can be overridden at a specific step in the process. The <b>Override Capability</b> column indicates the Approval Role/Level that has permission to override the level, if applicable.								
(3)		Each report is moved through the process from ERP to the Finalizer. <b>Approval Role/Level</b> represents where a specific report is in the process. The Level is a numeric value that is displayed throughout the process in the FACET system. The role is a descriptive representation of where the report is in the process and also corresponds with the person's queue where the report can be found. Being in a queue indicates that the report requires action by that person.								