

Online Reporting Error Messages

Report Type	Error Message	Cause of Error	Corrective Action
Full-time Only Correction	"LSU Service Type"	Member has LSU Funded or Unfunded service type listed on the Account History.	TRSL staff must use the LSU worksheet found in the imaged record to update the service credit.
	"System 2/3 and FY < 1983"	Member is a school lunch worker and has service credit prior to 1983 (before the retirement systems' merger).	TRSL staff must use the school lunch bookkeeping page to update the service credit.
	"A new type was added - see AcctHist"	Employer attempted an online correction on a previously certified Account History Line.	TRSL staff must make any corrections necessary.
	"Zero Service Credit"	May be secondary employer-no service credit is earned and employer tries to online certify.	TRSL staff must review and if necessary make any adjustments.
	"Prev Sal Corr needs to be fixed 1st"	Mbr Adj Sequence/acct history line for a 4F correction that the employer tries to certify.	Accounting must add/delete \$\$ on the acct history line for the s/c to calculate correctly.
Sick Leave	"Days Used must have a value to add this record. Be sure to delete the Months of Contract data before proceeding when a listed fiscal year is not certified"	A value has been entered in the Months of Contract box but not in the Days Used box for a fiscal year.	If processing sick leave data for the fiscal year is intended, fill in the Days Used. --- If processing sick leave data for the fiscal year is not intended, remove the value from the Months of Contract box.
	"Months of Contract must have a value to add this record. Be sure to delete the Days Used data before proceeding when a listed fiscal year is not certified."	A value has been entered in the Days Used box but not in the Months of Contract box for a fiscal year.	If processing sick leave data for the fiscal year is intended, fill in the Months of Contract. --- If processing sick leave data for the fiscal year is not intended, remove the value from Days Used box.

Report Type	Error Message	Cause of Error	Corrective Action
Sick Leave	<p>"Summer School Days Worked must have a value to add this record. Be sure to delete the Percent Summer School Effort data before proceeding when a listed fiscal year is not certified."</p>	<p>A value has been entered in the Percent Summer School Effort box but not in the Summer School Days Worked box for a fiscal year.</p>	<p>If processing sick leave data for the fiscal year is intended, fill in the Summer School Days Worked. ---If processing sick leave data for the fiscal year is not intended, remove the value from Summer School Days Worked box.</p>
	<p>"Percent Summer School Effort must have a value to add this record. Be sure to delete the Summer School Days Worked data before proceeding when a listed fiscal year is not certified."</p>	<p>A value has been entered in the Summer School Days Worked box but not in the Percent Summer School Effort box for a fiscal year.</p>	<p>If processing sick leave data for the fiscal year is intended, fill in the Percent Summer School Effort. ---If processing sick leave data for the fiscal year is not intended, remove the value from Percent Summer School Effort box.</p>
	<p>"Invalid Character Was Entered for Months of Contract! Only numbers allowed."</p>	<p>Character other than the digits 0-9 has been entered.</p>	<p>Remove the invalid character and submit the sick leave update/add again. Ex: Invalid = 9.5 Valid = 10</p>
	<p>"Invalid Character Was Entered for Days Used! Only numbers allowed."</p>	<p>Character other than the digits 0-9 or a decimal point has been entered.</p>	<p>Remove the invalid character and submit the sick leave update/add again. Ex: Invalid = 100,14 Valid = 100.14</p>
	<p>"Invalid Character Was Entered for Summer School Worked! Only numbers allowed."</p>	<p>Character other than the digits 0-9 or a decimal point has been entered.</p>	<p>Remove the invalid character and submit the sick leave update/add again. Ex: Invalid = 85,5 Valid = 85.5</p>
	<p>"Invalid Character Was Entered for Percent Summer School Effort! Only numbers allowed."</p>	<p>Character other than the digits 0-9 has been entered</p>	<p>Remove the invalid character and submit the sick leave update/add again. Ex: Invalid = 30.5 Valid = 31</p>

Report Type	Error Message	Cause of Error	Corrective Action
Sick Leave	"Months of Contract can only be 09, 10, 11, 12"	The only valid numbers that can be submitted for months of contract are 09, 10, 11, 12.	Remove the invalid number and submit the sick leave update/add again. Ex: Invalid = 06 Valid = 09
	"Days Used can only be numbers, six digits including decimal point if needed, 366 days used maximum."	Maximum number of digits that can be entered, including a decimal point, is six. No more than 366 Days Used can be entered	Remove the invalid number and submit the sick leave update/add again. Ex: Invalid = 366.999 Valid = 366
	"Summer School Days Worked can only be numbers, six digits including decimal point if needed, maximum."	Maximum number of digits that can be entered, including a decimal point, is six.	Remove the invalid character and submit the sick leave update/add again. Ex: Invalid = 33.33333 Valid = 33.333
	"Percent Summer School Effort can only be whole numbers, 100 is the maximum."	Maximum number of digits that can be entered is three. No more than 100 percent can be entered.	Remove the invalid character and submit the sick leave update/add again. Ex: Invalid = 99.9 Valid = 100
	"Invalid character was entered for Eligible, only Y or N are allowed."	Character other than the letters 'Y', 'y', 'N', or 'n' has been entered.	Remove the invalid character and submit the sick leave update again. Ex: Invalid = 'X' Valid = 'Y'
	"Eligible can only be Y or N"	Value other than the single character 'Y', 'y', 'N', or 'n' has been entered.	Replace the invalid value with a single 'Y', 'y', 'N', or 'n' and submit the sick leave update again. Ex: Invalid = 'Yes' Valid = 'Y'
Salary Correction	"Correction year > 3 years"	Correction on an Account History line that is more than 3 years old	Accounting will process the correction of salary and/or route to Cost Section if an Actuarial Cost
	"Add - No posting for FY"	When a Mbr Acct Adj line is created as the result of a JE.	TRSL staff must review journal entry information (usually 4F) to make sure s/c info is correct

Report Type	Error Message	Cause of Error	Corrective Action
	"Corr FY > 11 years"	Employer/TRSL tries to enter 4F corrections and/or journal entries for more than 11 years at a time.	Must have 11 or less years of entries to be corrected
Salary Correction	"Retired Mbr - Before Rtmt"	Employer tries to correct a Mbr Acct History line that is prior to retirement.	All retired member corrections will be done by TRSL staff.
	"Retired Mbr - RTW Contrib"	Employer tries to correct a Mbr Acct History line that is prior to retirement.	All retired member corrections will be done by TRSL staff.
	"Deceased Status "	Employer tries to correct a deceased member's Account History salary.	Must be corrected by TRSL staff.
	"LSU Service Type"	Correction attempted on LSU Funded or Unfunded time.	Correction must be completed by TRSL staff.
	"System 2/3 and FY < 1983"	Correction attempted on school lunch worker on a year prior to 1983 (before the merge)	Correction must be completed by TRSL staff.
	"A new type was added - see AcctHist"	Employer attempts correction of a Journal Entry line.	Correction must be completed by TRSL staff.
	"Prev Sal Corr needs to be fixed 1st"	Employer tries to correct the 2 lines (sequence line and Mbr Acct Adj line) used for 4F correction.	Accounting will process and correct salary posting so s/c will be calculated correctly.