***This alert is being sent to Time Advisors, HR Directors and HR Delivery Center Managers. Please distribute this information to any users within your agency who are responsible for monitoring and correcting errors found on the HR Error Reporting Tool.***

**HR Error Reporting Tool Updated**

* Information regarding changes and updates to the HR Error Reporting Tool

At SAP go-live, the HR Error Reporting Tool was created to notify human resources staff of various reporting errors. A recent review of the tool and its usefulness determined that some reports were never used, some have been replaced by reporting methods outside of the Tool and others are no longer valid due to procedural changes.

The following reports were recently removed from the Time Count on the HR Error Reporting Tool and will no longer generate:

* Non Leave EE’s with Open Sick Quotas
* PA0001 Default TMK
* PA0007 All Additional
* PA0007 Default Work Schedules
* PA0007 TMS0
* PA2001 Excess Hol Hrs 75
* PA2001 Excess Hol Hrs 80
* PA2001 0 Hours
* PA2001 SM
* PA2006 Quota
* Z Compare LWOP Actions and IT2001

The report *PA2001 Absence Report* under the Time Count has been renamed to *PA2001 Pd Abs=12/31/9999* and identifies paid absences with an end date of 12/31/9999. These errors were previously identified under the report *Paid Leave Absences with an end date = 12/31/9999* which was listed under the General Count.

The report *TimeLink/Kronos CATS Load Errors* has been updated to remove “TimeLink” from the report name.

As was communicated previously, agency time advisors, HR Directors and Delivery Center Managers will receive weekly reminders from the Office of Administration for any open error.  Because these errors impact pay, time, or seniority, they cannot be ignored.

**Questions?**

If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call for time support at 877.242.6007, Option 2.