***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.***

**Update to the Unprocessed CAT2 Report on the HR Error Reporting Tool**

* Information regarding the Unprocessed CAT2 report on the HR Error Reporting Tool

Effective November 1, 2018, the Unprocessed CAT2 report on the HR Error Reporting Tool will be run BIWEEKLY, by Payroll Areas Z1/Z2/T2 and Payroll Areas Z3/T3. This report identifies timesheet entries that are in a Status 20 (Released for approval). This means that a timesheet was entered and saved by an employee, but the supervisor has not acted on the work item. In the past, this report was run and uploaded to the HR Error Reporting Tool every 6 weeks for the previous 6 weeks. Going forward, the report will be run back to the earliest RA date each time it is run. In other words, the report will be refreshed biweekly. We hope that by rerunning and uploading this report more frequently, it will significantly reduce the number of timesheets not being acted upon timely.

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.