

CULP0053, T&A Error Analysis Report

April 12, 2023

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Each pay period, the National Finance Center (NFC) makes the CULP0053, T&A Error Analysis Report available to our customer Agencies. The report is generated for our Agencies each time we run a Time and Attendance Validation System (TIME) job to update incoming T&A's. One of the benefits of utilizing the information provided in the CULP0053 Report is to increase your awareness of the need to process personnel actions timely and the importance of submitting complete and accurate T&A data, which would eliminate errors and increase efficiency of your payroll processing.

In addition, we encourage Agencies to use this information to enhance any T&A front-end systems/edits that you are currently using to eliminate common errors, lead to fewer rejected T&A's, and result in a more efficient and cost-effective payroll processing cycle.

Below are a few common TIME errors and the proactive Agency actions.

| Error Code | TIME Edit Error Message | Required Agency Action |
|------------|---|---|
| 144 | Unexplained Split T/A or Status Change | Code the status start and end dates to match the date on the personnel action. |
| 181 | Incorrect Leave Accrual for Full-Time Emp | Annual leave accruals are based on the leave category (4,6,8). Employees in category 6 will earn 10 hours in the last full pay period of the calendar year unless the employee is in non-pay status for the entire pay period. In this case, the employee will not accrue leave. Sick |

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|------------|-------------------------|--|
| | | <p>leave accrual for all categories is always 4 hours per pay period.</p> <p>The following applies to annual leave and sick leave accruals:</p> <ul style="list-style-type: none"> • A full-time or part-time employee with leave category 0 is not entitled to earn annual leave. • An employee whose appointment is less than 90 days is entitled to sick leave accruals only. • An executive employee (Pay Plan Ex) is not entitled to annual leave nor sick leave accrual. <p>Reminder: An employee does not receive accruals if in non-pay status hours for the entire pay period or when absence without leave (AWOP) reaches a multiple of 80.</p> <p>If an employee is hired or separated during the pay period, accruals will be given only if the full tour is worked.</p> <p>If a holiday falls on the first Monday of the pay period and a full-time employee is hired on the first Tuesday of the pay period, the employee is entitled to leave accruals, though not entitled to holiday pay.</p> |

| Error Code | TIME Edit Error Message | Required Agency Action |
|------------|---------------------------|--|
| | | If an employee changes from full time to intermittent or vice versa, the accruals are prorated. |
| 235 | Tour of Duty Not Balanced | <p>The base hours in pay status must be equal to or greater than the tour of duty hours but must not be greater than 80 hours for the pay period.</p> <p>Note: The tour of duty can be less than 80 hours if the employee is hired any time other than at the beginning of the pay period, is terminated other than at the end of the pay period, or changes type of employment during the pay period. The total for the following transaction codes (TCs) cannot exceed 80 hours: 01, 04, 05, 11, 19, 26, 35, 36, 37, 38, 50, 59, 60-69, 71, 72, 73, and 74.</p> |

The CULP0053 Report is available on the Reporting Center under Administrative reports after each pass of TIME.

Resources

The procedure manual for this application is available NFC's Web site. To view this procedure, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the NFC Home page. At the [HR and Payroll Clients](#) page, select the **Publications** tab and select the T&A Processing category to access the procedure manual.

TIME Edit Messages

The following TIME edits are maintained online by NFC in the Table Management System (TMGT) Table 34, TIME Edit Error Messages and Codes. All errors encountered are reflected on an error suspense file.

[TIME Edit Messages](#)

Other Resources

- [Research Tools](#)
- [Conditions for T&A Reporting](#)

Authorized Agency representatives with questions concerning this notification should contact the NFC Contact Center at 1-855-632-4468 or submit a request in the ServiceNow Customer Service Portal using the following links:

- Federated ServiceNow users: <https://nfcerp.servicenowservices.com/>
- Non-Federated ServiceNow users: https://nfcerp.servicenowservices.com/sp_ess/