University of Colorado
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EMPLOYEE SERVICES

Human Capital Management: Job Aid

Building Uploads for Success

If your CU Time upload fails or experiences errors during payroll processing, refer to this document for recommended items you can check to correct the upload.

A list of mistakes that can cause overpayments appears on the next page.

Causes of Upload or Processing Errors

The following table lists items that may cause errors. The table lists items by column header in your upload file.

Off Cycle Indicator	
Causes of Upload Errors	**Causes of Payroll Processing Errors**
• Required fields that are blank • Lowercase y or n (The Off Cycle indicator must be in uppercase.)	

EmplID	
Causes of Upload Errors	**Causes of Payroll Processing Errors**
• Values that are not real employee IDs	

Empl Rcd (Employee Record)	
Causes of Upload Errors	**Causes of Payroll Processing Errors**
• Fields that are blank	• Employee records that are not an active job • Employee records that do not exist in Job Data • Employee records that points to a job that doesn't match the pay group; often incorrect record was chosen

Earns Begin and Earns End Dates	
Causes of Upload Errors	**Causes of Payroll Processing Errors**
• Fields that are blank • Dates not formatted *mm/dd/yyyy* • Non-existent dates (example: 04/31/2016)	• One or both dates occur before pay group conversion date for the record in HCM (11/22/15 or 12/1/15). The system won't recognize the new pay group because it didn't exist then. • Typo makes it a future date • Job change (position, job code, pay group, status, pay rate, etc.) during the earnings period • One or both dates not within time when job was active and paying according to Job Data • Late pay was entered using current dates instead of when pay was earned • VCT pay entered using current dates instead of when employee was active • Employee terminated or went to non-paid status before the end of the earnings period given • Employee started work after the earnings begin date • Employee transferred from one position to another in the middle of a pay period

EarnCode (Earnings Code)	
Causes of Upload Errors	**Causes of Payroll Processing Errors**
• Fields that are blank • Values in lowercase	• Values that are not valid earnings codes • Code that are not valid with the given pay group. Most common errors: REG, RGS used with STU, STG or STM; STH used with TMP pay group • One-time pay earnings code used on Regular Earnings upload, and vice-versa
SpeedType	
Causes of Upload Errors	**Causes of Payroll Processing Errors**
	• Not valid, or not assigned to the employee
Hours or Amount	
Causes of Upload Errors	**Causes of Payroll Processing Errors**
• Not formatted with two decimal places • Commas appear as a separator • Negative amounts formatted with parentheses instead of minus (–) sign (must format with minus sign)	• Both hours and amount have values (must only use one or the other)
Other Possible Causes	
Causes of Upload Errors	**Causes of Payroll Processing Errors**
• Columns inserted by department user (employee name, etc.) left in the upload file • Blank line between subject line and data • Informational rows not removed • Original template columns (required fields) are missing or deleted • Employee ID and employee record information reversed	

Upload or Entry Mistakes that Cause of Overpayments

The following mistakes are common. They will **not** cause errors, and because of that can cause overpayments.

- **Duplicate entries:** Often occur when two people are entering time using different methods or at different times.
- **Amount entered in Hours column:** The employee in this example makes $36/hour. Instead of $1,500, this mistake will pay $54,000.