

Reported errors: Aug. 8-12 ^[1]

August 12, 2016 by [Employee Services](#) ^[2]

Last week [we rolled out 12 migrations](#) ^[3], including a new expert entry page that centralizes data. To learn how to use it, check out the revised [Hire](#) ^[4] and [Pay Rate Change](#) ^[5] step-by-step guides.

As you begin to use this new tool, we wanted to share the following known issues:

Issue: Users have encountered approval errors stating that they need to complete personal data first.

Workaround: To approve the transaction, toggle to the standard version of the transaction page.

Issue: FICA status is blank for students and faculty.

Workaround: Since the page does not default into a status, you must select either Exempt or Non-Exempt. The payroll team will ensure the status is correct before processing.

Issue: Pay group, Rate Code and Frequency are not defaulting correctly in the contract portion of the page.

Workaround: For now, please enter reappointments through the standard version of the Pay Rate Change transaction page.

Other reported errors

- Some transaction pages are not accepting future dated rows.
- Some transactions are missing department identification numbers.

[HCM System Fixes](#) ^[6]

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Links

[1] <https://www.cu.edu/blog/hcm-community/reported-errors-aug-8-12>

[2] <https://www.cu.edu/blog/hcm-community/author/3792>

[3] <https://www.cu.edu/blog/hcm-community/system-fixes-august-1-5>

[4] <https://www.cu.edu/hcm-community/sbs-hiring-employee>

[5] <https://www.cu.edu/hcm-community/sbs-pay-rate-change>

[6] <https://www.cu.edu/blog/hcm-community/tag/hcm-system-fixes>