Top 6 Red Errors

	Message as appears on error report	Explanation	Solution
1	Enter a Daily Work Schedule (DWS)	EE has no DWS entered on that day For example EE on a Free roster 39 hours per week No start & End times entered	Enter a DWS from the drop down
2	Contract End Date Expired	Temporary EE's contract end date has expired	Contact Line Manager or HR to confirm if the EE has ceased employment or extend contract end date. Relevant forms to be completed & submitted to NPA for processing
3	Planned hours overlap attendance	Attendance time recorded overlaps with EEs planned working hours For example: Overtime entered during planned hours	For this example clarify with Line Manager the correct start & end time of OT shift
4	Not enough Quota for att/abs for pers no 870***	The EE has not enough quota available to take this leave For example Parental leave requires a quota in order to avail of this leave	In this example revert to Line Manager and complete & submit HR108(j) to NPA to have PL quota set up
5	Please remove absence on Public Hol	5/5 EEs are pre-scheduled off on a Public Holiday therefore a second absence cannot be recorded on that same day For example Annual Leave entered on a Public Holiday	The annual leave will need to be deleted on that day
6	Force Majeure limit exceeded Trade union leave entitlement exceeded	EE has exceeded the max entitlement for these absences	Revert to Line Manager for clarification / instruction and amend accordingly