

Human Resources Help Document

Separation Action Hard Stop Errors

During a Separation action, if any of the following situations exist, a hard stop error will be displayed immediately after you select the reason for separation and click the Enter or Save button.

- If there is leave in Infotype (IT) 2001 that includes a date after the employee's last day on payroll, the following message will appear:

 Cannot perform requested action. Leave after term date was found:IT2001

- If there is leave dated between 30 days prior to the separation date (1st day off of payroll) through 12/31/9999 in the CAT2 time sheet (CATSDB) that has not transferred to IT2001, the following message will appear:

 Cannot perform requested action. Pending leave was found on CATSDB.

- For example, if Susie's separation date is July 10, 2015, the system will now check back to June 10, 2015 (30 days prior to the separation date) through 12/31/9999 to see if Susie has leave in the time sheet that does not appear in IT2001.
- If there are any leave requests in ZHRUAL (the Unapproved Leave Report) that are in Sent or Approved status and dated between 30 days prior to the separation date (1st day off of payroll) through 12/31/9999, the following message will appear:

 Cannot perform requested action. Pending leave was found in the Portal

- For example, if John's separation date is July 15, 2015, the system will now check back to June 15, 2015 (30 days prior to the separation date) through 12/31/9999 to see if John has leave in a Sent or Approved status.
- ***If you are unable to locate the pending leave in the Portal, please submit a SCEIS Help Desk ticket.***

Avoiding Outstanding Leave Hard Stop Errors

Ensure all working time and leave requests are entered, approved and posted prior to completing the Separation action. In order to reconcile time and leave records, use the following reports:

- [Missing Time](#) and [Unapproved Time](#) Report – ZHRMTR
- [Time Collision Report](#) – ZHRTCR
- [Unapproved and Stuck Leave Report](#) – ZHRUAL
- [Time Evaluation Messages Report](#) – PT_ERL00
- FMLA Exception Report (provided by SCEIS weekly)
- [Unapproved Working Time](#)– CATS_APPR_LITE

If you have questions about this information, please contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at <http://www.sceis.sc.gov/requests/>.