



New Hire, Rehire & Termination window Warnings/Errors & Informational messages

All 'required fields' should have a red asterisk on them.

New Hire:

Basic Info:

- Name Fields: Cannot be all uppercase (Serious)
- Name Fields: Only letters, numbers, spaces, hyphens, periods, or apostrophes are valid. (Serious)
- This employee's hire date is prior to the next calendar's start date, the MN New Hire Report will need to be run for the time frame that includes their hire date. (Info)
- Birth date cannot be earlier than 1900 (Serious)
- Birth date cannot be later than today. (Serious)
- SSN must not contain non-numeric characters (Serious)
- The digits in the SSN cannot all be the same. (Serious)

Status Tab:

- Adjusted Date must match Original Hire Date (Serious)
- Hire Date cannot be more than 2 years before or after today's date (Warning)
- If Exempt is checked, at least one exemption reason must also be checked (Serious)
- If Exempt is checked, Legal Basis cannot be blank. (Serious)
- Original hire date is earlier than birth date. (Serious)
- Date Changed earlier than employee's original hire date (Warning)
- Adjusted hire date is earlier than original hire date. (Serious)
- Adjusted hire date is earlier than birth date. (Warning)

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ACA tab:

- A New Hire Date is required if the aca plan is a NO PLAN. (Serious)
- A Waived date is required for ACA Employee Information when coverage is waived. (Serious)
- The Insurance Available date must occur after the ACA New Hire Date (Warning)
- The Ins Date Enrolled date must occur after the ACA New Hire Date (Warning)
- The End Coverage date cannot be before the Insurance Available date. (Serious)
- The Ins Date Enrolled date must not be after the End Coverage date. (Serious)
- The Insurance Available date needs a date entered if there is an End Coverage date. (Serious)
- The Insurance Available date needs a date entered if there is a Waive date. (Serious)
- The Waive date cannot be before the Insurance Available date. (Serious)
- The Insurance Available date needs a date entered if there is a Date Enrolled. (Serious)
- The Ins Date Enrolled date must not be the same as the Waive date. (Serious)
- ACA Plan should not be null. (Serious)
- The ACA Group field is blank. (Warning)
- "Date Changed cannot be more than 2 years before or after today's date (Warning)
- Insurance Available date cannot be more than 2 years before or after today's date (Warning)
- Ins Date Enrolled cannot be more than 2 years before or after today's date (Warning)
- New Hire Date cannot be more than 2 years before or after today's date if ACA Plan is NOPLAN (Warning)
- End Coverage Date cannot be more than 2 years before or after today's date (Warning)
- Waived Date cannot be more than 2 years before or after today's date (Warning)

Other Tabs:

- Name/Address Date Changed must match Original Hire Date (Serious)
- Export field cannot be blank because Sub Tracking has been enabled. (Serious)

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Rehire:

Basic Info: (Same as New Hire above)

- Name Fields: Cannot be all uppercase (Serious)
- Name Fields: Only letters, numbers, spaces, hyphens, periods, or apostrophes are valid. (Serious)
- This employee's hire date is prior to the next calendar's start date, the MN New Hire Report will need to be run for the time frame that includes their hire date. (Info)
- Birth date cannot be earlier than 1900 (Serious)
- Birth date cannot be later than today. (Serious)
- SSN must not contain non-numeric characters (Serious)
- The digits in the SSN cannot all be the same. (Serious)

Status Tab: (Same as New Hire above with exception of the Adj hire date having to match the Orig hire date)

- Employee rehired within 180 days, any ESST unused time would need to be reinstated. (Info)

Other:

- Remember to get a new W4 for the employee or else they will be treated as Single and no allowances. (Info)

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Term:

- This window cannot be saved while Payroll is calculating. Please try again later. (Serious)
- This employee cannot be terminated because they have timecards that still need to be paid. (Serious)
- This person is currently an active supervisor in TimeTracker. Their employees need to be reassigned. If you continue, all employees will be unassigned from this supervisor. (Question)
- There is future assignments for this employee, would you like to delete them now? (Question)
- Last Day worked is set to more than 2 years before or after current date, update anyway? (Question)
- Stop Payroll Date cannot be more than 2 years before or after today's date. (Serious)
- Stop Benefit Date cannot be more than 2 years before or after today's date. (Serious)
- Stop Timeoff Date cannot be more than 2 years before or after today's date. (Serious)
- Stop Timeoff Date must be (max begin date from employee's timeoff) or later (Serious)
- Stop Payroll Date must be (max pay pd end date from pr_history for id) or later (Serious)
- The termination date is earlier than the earliest status for this employee. Do you still want to terminate this employee on this date? (Question)
- Stop Software Permissions Date cannot be more than 2 years before or after today's date. (Serious)
- User is an approver and changing software rights may affect the approval process. Use the Setup Approvers window under Emp Mgmt>Permissions to make adjustments. (Info)
- User is a preapprover and changing software rights may affect the approval process. Use the Setup Approvers window under Emp Mgmt>Permissions to make adjustments. (Info)
- This User ID has confidential notes. (Info)
- Would you like to zero out any remaining reasonable days and hours for this employee. (Question)
- ACA End Coverage year should match Termination Date year. (Serious)

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