



Unicorn HRO

Employee Lump Sum Import

Overview

This document describes two functions that are available that allow you to import data (and reverse a previous import of data) from an MS-Excel file into Employee Lump Sum Earnings.

Assumptions

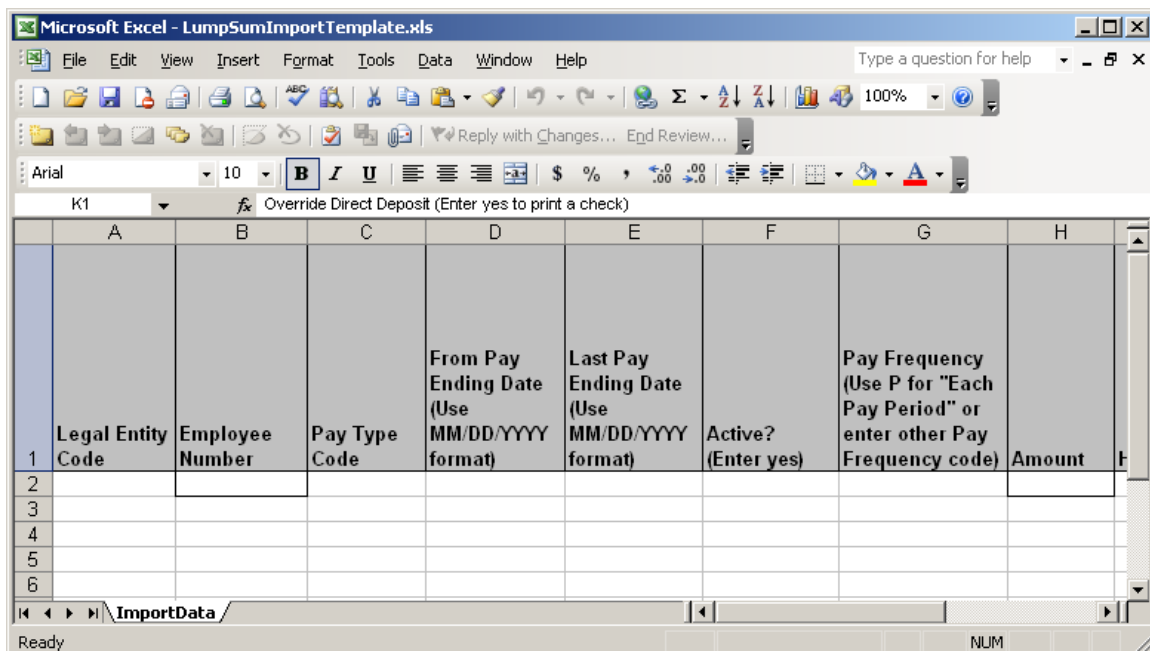
In order to use the Employee Lump Sum Import function, you must use a standardized MS-Excel file template provided by Unicorn HRO. The template is designed to enforce certain column formatting that is required in order to successfully import this type of data. Unicorn HRO has developed a MS-Excel file template using MS-Excel 2000.

You can have data on multiple tabs of the MS-Excel file that is being imported. As part of the import process, you will be prompted to specify which tab in the MS-Excel file contains the data that should be imported; the import program will disregard the data on all other tabs in the MS-Excel file during the import process. Follow these rules when creating a lump sum file:

- The lump sum import file must contain all fields in the lump sum file. The header row with column headings is optional.
- The lump sum file must be in csv format when it is imported using Manager Services. When using iCON Tools, you can use either Excel or csv.
- The Customer Number must be included somewhere within the file name.
- There must be no spaces in the file name.
- There must be no spaces or dashes in the Worksheet name.
- The Override Direct Deposit column must be yes or no (not blank)

Creating an Excel File for Importing Employee Lump Sum Data

1) To create a MS-Excel file that can be used with the Employee Lump Sum Import function, first open the MS-Excel file template that was provided by Unicorn HRO. It should look like the screen shot below.



For each Employee Lump Sum Earning record that you want to import, enter data in each of the columns listed in the table below as indicated (note: you may notice that some of the columns shown here are hidden in the MS-Excel file template provided by Unicorn HRO – these hidden columns should not be deleted even though they are not required for your use of this function). There should be one row in the MS-Excel file for each Employee Lump Sum Earning record.

| MS-Excel Column | Field Name | What should be entered in this column | Sample Value(s) |
|-----------------|-------------------------|---|-----------------|
| A | Legal Entity | Enter the legal entity code as found in the Legal Entities payroll common object. | ABCDE |
| B | Employee # | Up to 12-character employee number (including leading zeros if applicable). | 12345678 |
| C | Pay Type Code | Enter the pay type code that should be used. | BON |
| D | From Pay Ending Date | This should be the pay period ending date when the lump sum begins. It must be entered using MM/DD/YYYY format. | 05/14/2005 |
| E | Last Pay Ending Date | This should be the last pay period ending date. It must be entered using MM/DD/YYYY format. | 05/14/2005 |
| F | Active? | This should always be set to Yes for lump sums that are imported and that you want to be active. If No is entered, then the Employee Lump Sum Earning record that is imported will not be marked as Active in the system. | Yes or No |
| G | Pay Frequency | Enter a P in this column to represent “Each Pay Period”, unless the lump sum is to be paid only for specific pay frequencies. | P |
| H | Amount | Enter the amount for the Employee Lump Sum Earning (with up to two decimal places). No dollar sign should be included in this field. | 450.00 |
| I | Hours | Enter the hours for the Employee Lump Sum Earning (with up to three decimal places). Enter 0.000 if there are no applicable hours for a given Employee Lump Sum Earning. | 0.000 |
| J | Print Option | Enter the Check Print Option as needed: blank to have the lump sum combined with the standard payment, S for a separate payment, or X for an on demand payment. | S, X |
| K | Override Direct Deposit | Enter Yes in this column to override direct deposits and to force the system to print a check for the given employee. If this value is not Yes, direct deposit will not be overridden. | Yes or No |
| L | GL Acct. Override | For scenarios where the GL account number where you want the pay charged is different than the default account number for the employee based on their home department and pay code, use this field to enter a GL account number override. For example, if you want the amount charged to a department that is different than the employee’s home department, you would enter the correct GL account number here. Make sure to enter spaces as needed to represent blank segments. If no GL Account Override is needed, leave this column blank. | |

| MS-Excel Column | Field Name | What should be entered in this column | Sample Value(s) |
|------------------------|-------------------|--|------------------------|
| M | From Work Date | This is an optional field and is hidden on the MS-Excel file template. | |
| N | To Work Date | This is an optional field and is hidden on the MS-Excel file template. | |
| O | Number of Checks | This should always be set to 0 (zero) unless you want the lump sum divided into a certain number of checks. | 0 |
| P | Ceiling | This is an optional field and is hidden on the MS-Excel file template. | |
| Q | Absence Type | This is an optional field and is hidden on the MS-Excel file template. | |
| R | Job Class | This is an optional field and is hidden on the MS-Excel file template. | |
| S | Job Grade | This is an optional field and is hidden on the MS-Excel file template. | |
| T | Corp Code | This should only be used to indicate an organization structure that should be stored with the payment and that is different than the employee's default organization structure (as found on the Employee Direct page 2 screen). Otherwise it should be left blank. | |
| U | Company Code | This should only be used to indicate an organization structure that should be stored with the payment and that is different than the employee's default organization structure (as found on the Employee Direct page 2 screen). Otherwise it should be left blank. | |
| V | Level 3 | This should only be used to indicate an organization structure that should be stored with the payment and that is different than the employee's default organization structure (as found on the Employee Direct page 2 screen). Otherwise it should be left blank. | |
| W | Level 4 | This should only be used to indicate an organization structure that should be stored with the payment and that is different than the employee's default organization structure (as found on the Employee Direct page 2 screen). Otherwise it should be left blank. | |
| X | Level 5 | This should only be used to indicate an organization structure that should be stored with the payment and that is different than the employee's default organization structure (as found on the Employee Direct page 2 screen). Otherwise it should be left blank. | |
| Y | Level 6 | This should only be used to indicate an organization structure that should be stored with the payment and that is different than the employee's default organization structure (as found on the Employee Direct page 2 screen). Otherwise it should be left blank. | |
| Z | Level 7 | This should only be used to indicate an organization structure that should be stored with the payment and that is different than the employee's default organization structure (as found on the Employee Direct page 2 screen). Otherwise it should be left blank. | |

| MS-Excel Column | Field Name | What should be entered in this column | Sample Value(s) |
|-----------------|----------------|---|-----------------|
| AA | Job Title Code | This should only be used to indicate a job title that should be stored with the payment and that is different than the employee's current job title. Otherwise it should be left blank. | |
| AB | Retro Rate | This is an optional field and is hidden on the MS-Excel file template. | |
| AC | From Date NY | If the legal entity has been defined as a New York employer, and this amount applies to earnings from a prior period, enter the beginning date of that period. If you enter this field, you must also enter To Date NY. | |
| AD | To Date NY | If you entered a From Date NY, enter the last day of the period to which this amount applies. | |

Note: for columns A, C, D, E, F, G, I, J, K, and O, you can simply copy the values from the first row to every other row as they should be the same for each row in the file. Also, please make sure that there are no rows of data on the worksheet after the last row containing valid Employee Lump Sum Earnings data to be imported. For example, if you have inserted totals calculations at the bottom of the entries they must be removed.

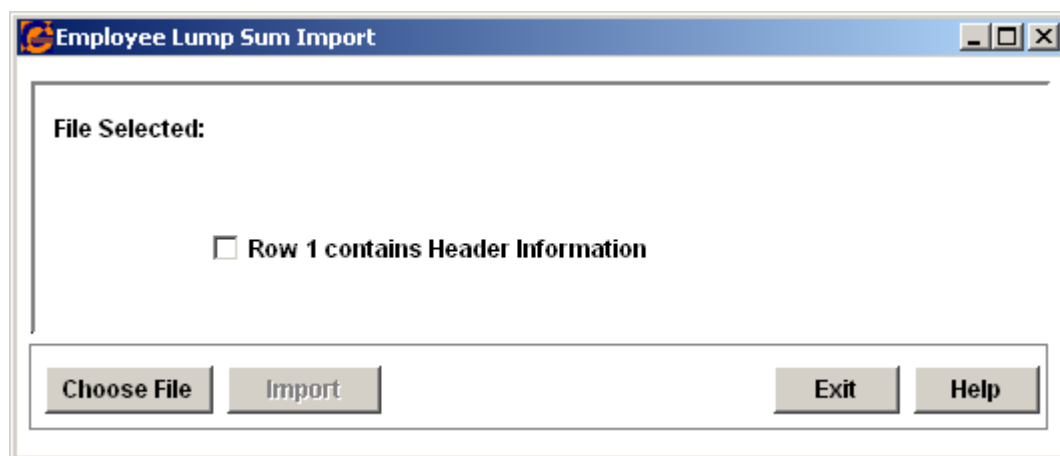
2) Once all data has been entered, click File, then Save As, then select a file name and location on your computer (preferably somewhere on the c:\ drive). Close the MS-Excel file.

Note regarding the use of additional tabs in the MS-Excel file

If desired, you may have data, including calculations, etc. on other tabs (worksheets) that are found in the MS-Excel file. In addition, you can have cells on the worksheet that will be imported into the database containing formulas pointing to cells on other tabs of the MS-Excel workbook. However, the tabs containing the actual data to be imported cannot contain spaces in their names.

Running the Employee Lump Sum Import Function

1) Type E L S I in the SmartJump box and then hit Enter or click File, Run a Function, and then select Employee Lump Sum Import. You will see a screen similar to the one shown below.



2) Next, click the check box for “Row 1 contains Header Information”. This checkbox is used to tell the import program that the first row in the MS-Excel file contains column labels and therefore the data in the first row (Row # 1) should not be imported. Next, click the “Choose File” button.

3) Select the MS-Excel file that you want to import, and click the Open button. You will be returned to the Employee Lump Sum Import function, where you will see a combo box appear (see below). This will allow you to select the tab (worksheet) in the MS-Excel file that contains the data you want to import. Note that the name of the worksheet cannot contain any spaces. This will cause the worksheet to not appear in the combo box.

Employee Lump Sum Import

File Selected: C:\Lump Sum Files\OLYM043004LumpSums.xls

Worksheet: ImportData

☒ Row 1 contains Header Information

Choose File Import Exit Help

4) Once you have selected the worksheet of the MS-Excel file containing the data you want to import, click the “Import” button. The system will validate the data contained in the MS-Excel file and attempt to import it into Employee Lump Sum Earnings. If all records were successfully imported, Impromptu will be started and the Employee Lump Sum Import Report will appear on your screen listing all rows from the MS-Excel file that were imported (see screen shot below for an example). You can save this as a .PDF file or print it for your records.

Impromptu - [lumpsumimport.imr - Copy]

Date: 06/04/2004
Time: 03:26 PM

Employee Lump Sum Import Report

Page: 1
User: carol

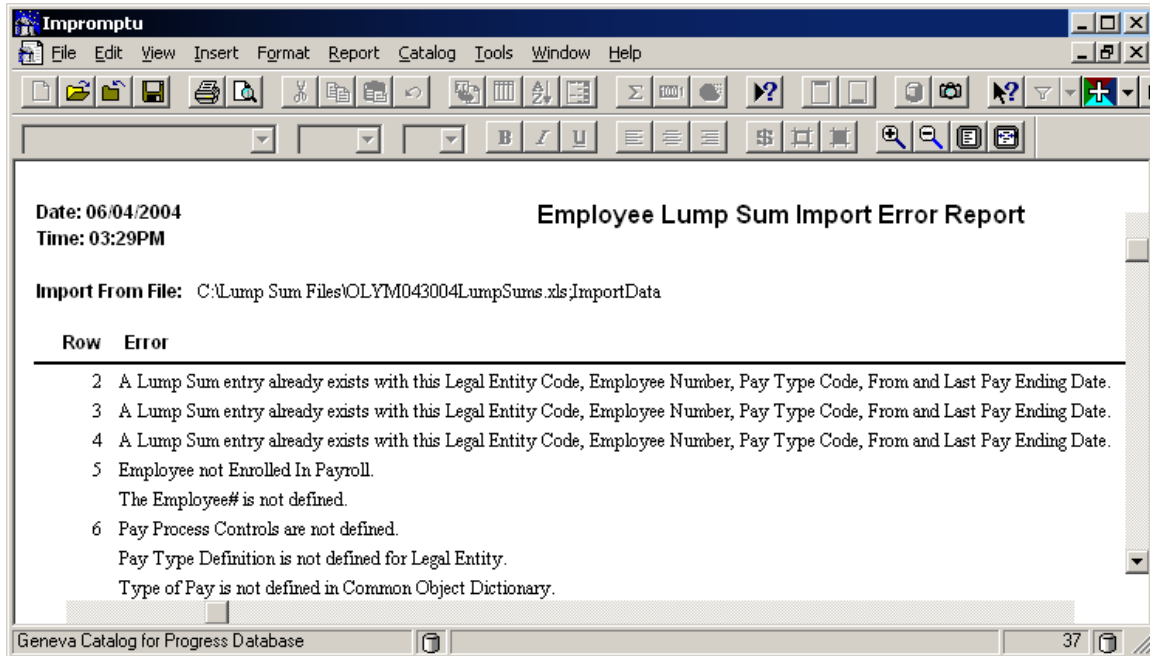
Import From C:\Lump Sum Files\OLYM043004LumpSums.xls;ImportData

| Row | Legal Entity | Employee# | Employee Name | Pay Type | From Date | To Date | Amount | Hours |
|-----|--------------|-----------|--------------------|----------|------------|------------|-----------|-------|
| 2 | OLYM | 300 | Kristen L Clark | COM | 04/30/2004 | 04/30/2004 | 488.970 | 0.000 |
| 3 | OLYM | 301 | Lindsay Kildow | BON | 04/30/2004 | 04/30/2004 | 502.630 | 0.000 |
| 4 | OLYM | 302 | Kristina L Koznick | COM | 04/30/2004 | 04/30/2004 | 1,017.590 | 0.000 |
| 5 | OLYM | 303 | Sarah Schleper | BON | 04/30/2004 | 04/30/2004 | 951.170 | 0.000 |
| 6 | OLYM | 304 | Julia Mancuso | BON | 04/30/2004 | 04/30/2004 | 1,238.940 | 0.000 |
| 7 | OLYM | 305 | Jozma Mendes | BON | 04/30/2004 | 04/30/2004 | 651.490 | 0.000 |
| 8 | OLYM | 306 | Kathleen Monahan | COM | 04/30/2004 | 04/30/2004 | 845.530 | 0.000 |
| 9 | OLYM | 307 | Tasha Nelson | BON | 04/30/2004 | 04/30/2004 | 600.090 | 0.000 |
| 10 | OLYM | 308 | Caroline Lalire | BON | 04/30/2004 | 04/30/2004 | 1,670.290 | 0.000 |
| 11 | OLYM | 309 | Alexandra Shaffer | BON | 04/30/2004 | 04/30/2004 | 624.840 | 0.000 |

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5) If **ALL** records **CANNOT BE SUCCESSFULLY IMPORTED**, then Impromptu will be started and the Employee Lump Sum Import Error Report will appear on your screen, listing all rows in the MS-Excel file that had errors. It will also specifically state what the error is for each

problematic row in the MS-Excel file (see screen shot below for an example). If there was a header row in the file, that will be considered Row 1. Please note that if there were one or more errors encountered during the import and you see the error report on your screen, then you should note that **NO RECORDS FROM THE MS-EXCEL FILE WERE LOADED INTO THE SYSTEM** (i.e., the data in the file will only be imported if all rows contain valid data). If you see the error report appear in Impromptu, then you will need to open up the MS-Excel file and correct the rows that had issues before you will be able to successfully import the data in the file into the database. A list of all errors and the ways to correct them can be found in Appendix A.



6) After correcting any errors in the file and saving the changes, return to step 1 above and start the process over. When all errors are corrected, then the data will be successfully imported into the database.

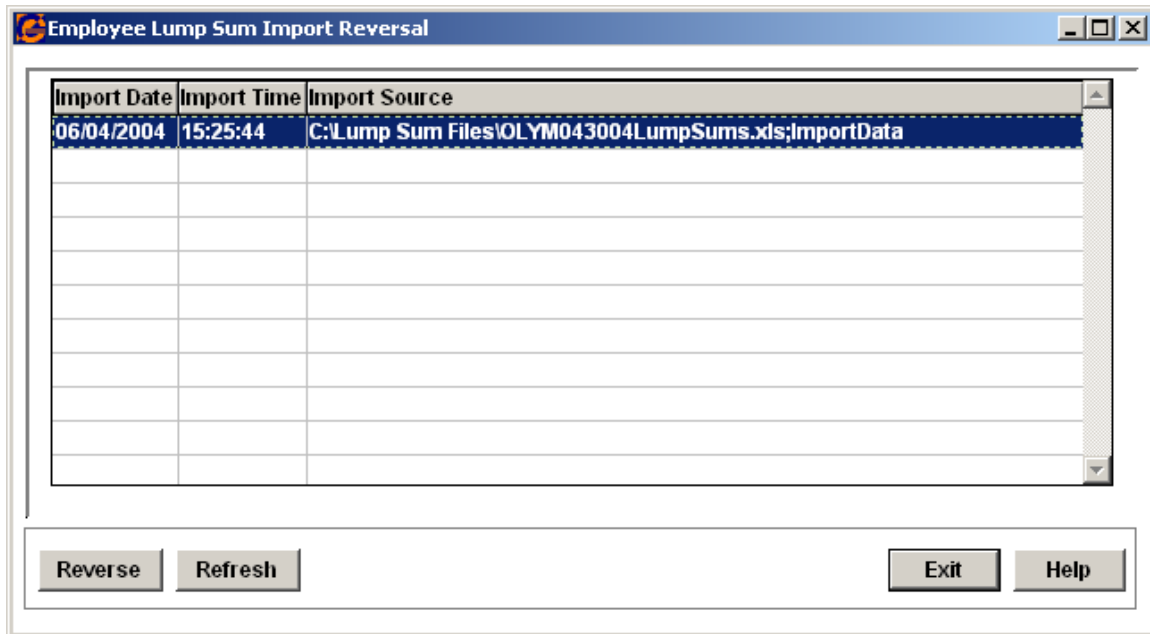
Reviewing the Imported Data in iCON

To view the data that was imported using the Employee Lump Sum Import function, simply run the Employee Lump Sum Earnings function, enter an employee number and legal entity, then select the given record and click the View or Update button to see the corresponding data.

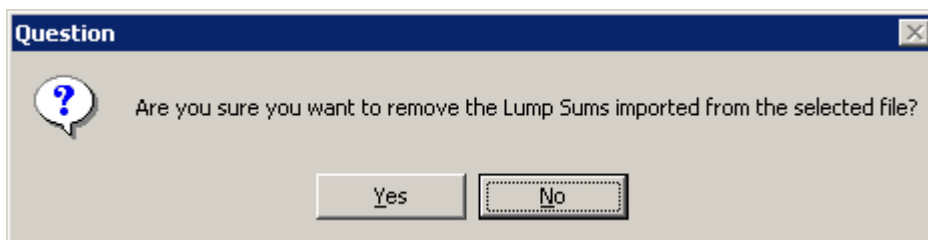
Deleting Previously Imported Employee Lump Sum Earnings Data

In the event that you successfully import data using the Employee Lump Sum Import function, but then realize that there is a problem with some of the data that was imported (e.g., you used the wrong value in the From Pay Ending Date or Last Pay Ending Date), you can delete the data using the Employee Lump Sum Import Reversal function. This function allows you to see a list of all files that have been successfully imported into the system (and the import date and time for each) and then select a file whose data you want to delete from the system. Please note that when you run this function, it will only remove the data from Employee Lump Sum Earnings. If you have already created pending payments for an employee that includes the data from an imported Employee Lump Sum Earnings record, you must remove the pending payments in the Pending Payments function to ensure that the incorrect Employee Lump Sum Earning will not be paid to the employee.

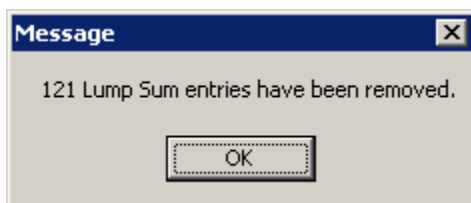
1) To run this function, simply type E L S I R into the SmartJump box and then click Enter or click File, Run a Function and then select Employee Lump Sum Import Reversal. A screen similar to the following will appear. It will show you a list of all files that have been imported into the system. Note that the name of the tab where the data came from in the MS-Excel file is listed after the semi-colon. Click the Refresh button on the screen to simply refresh the list of imported files that is shown on the screen.



2) To delete the data that was imported from one of these files, simply highlight the file name and then click the Reverse button. You will see the message below. Click the Yes button if you want to proceed.



3) You will then see a message similar to the one shown below telling you how many Employee Lump Sum Earnings records were deleted from the database.



4) Click the OK button and then you can click the Exit button on the Employee Lump Sum Import Reversal screen to close the window.

Appendix A – Error Descriptions

| Error Message | Explanation | Suggested Actions to Resolve the Error |
|--|---|--|
| This row cannot be processed. It may contain incorrect data types in some of the columns. | This error indicates that the given row contains one or more columns with invalid data. For example, text is entered into a date column. | Review the types of data that have been entered in the given row. Make sure that no special characters have been used (e.g., \$ signs, commas, etc.). Make sure that all values are consistent with the sample values provided in this document. |
| A Lump Sum entry already exists with this Legal Entity Code, Employee Number, Pay Type Code, From and Last Pay Ending Date | This error indicates that there is already an Employee Lump Sum Earnings record that contains the same values for Legal Entity Code, Employee Number, Pay Type Code, From and Last Pay Ending Date as are found in this row. In other words, you are trying to import an Employee Lump Sum Earnings record that is identical to one that already exists for the given employee. | Remove the row from the import file or modify the values in one or more of the following columns so that the row you are trying to import is different than the existing Employee Lump Sum Earnings record. |
| The Employee# is not defined | This error indicates that there is no employee number in the given row in the import file or that the employee number found in the import file is invalid. | Enter a valid employee number in the appropriate column in the import file. |
| Pay Process Controls are not defined | This error indicates that the Pay Process Control information has not been set up for the given value of Pay Type Code (column C). | Enter a value for Pay Type Code in the MS-Excel file that has Pay Process Control information. |
| Job Title is required when Organization Levels are entered | This error indicates that values have been entered in columns T through Z, but not in AA. If you need to enter values for the org structure that are different than those found for the given employee, then you must also enter a value for the Job Title in column AA. | Enter the appropriate Job Title value in column AA or remove the values that have been entered in columns T through Z. |
| Number of Checks must be a value from 0 to 9 | This error indicates that you have a value other than 0,1,2,3,4,5,6,7,8 or 9 in column O. | Enter a value of 0,1,2,3,4,5,6,7,8 or 9 in column O. |
| No data was available to be processed in the selected worksheet | This error indicates that the import file that was selected (and the worksheet or tab in this file that was selected) contains no data. | Enter one or more rows of data as needed prior to importing the file. |
| Organization Level 7 terminates before the Pay Ending Date | This error indicates that the value entered for Org Level 7 (column Z) has a termination date set up that is prior to the date value found in column N (Last Pay Ending Date). | Enter a different value in the column for Org Level 7 or change the termination date that has been entered for this value. |

| Error Message | Explanation | Suggested Actions to Resolve the Error |
|--|--|---|
| Organization Level 6 terminates before the Pay Ending Date | This error indicates that the value entered for Org Level 6 (column Y) has a termination date set up that is prior to the date value found in column N (Last Pay Ending Date). | Enter a different value in the column for Org Level 6 or change the termination date that has been entered for this value. |
| Organization Level 5 terminates before the Pay Ending Date | This error indicates that the value entered for Org Level 5 (column X) has a termination date set up that is prior to the date value found in column N (Last Pay Ending Date). | Enter a different value in the column for Org Level 5 or change the termination date that has been entered for this value. |
| Organization Level 4 terminates before the Pay Ending Date | This error indicates that the value entered for Org Level 4 (column W) has a termination date set up that is prior to the date value found in column N (Last Pay Ending Date). | Enter a different value in the column for Org Level 4 or change the termination date that has been entered for this value. |
| Organization Level 3 terminates before the Pay Ending Date | This error indicates that the value entered for Org Level 3 (column V) has a termination date set up that is prior to the date value found in column N (Last Pay Ending Date). | Enter a different value in the column for Org Level 3 or change the termination date that has been entered for this value. |
| Organization Level 2 terminates before the Pay Ending Date | This error indicates that the value entered for Org Level 2 (column U) has a termination date set up that is prior to the date value found in column N (Last Pay Ending Date). | Enter a different value in the column for Org Level 2 or change the termination date that has been entered for this value. |
| Organization Level 1 terminates before the Pay Ending Date | This error indicates that the value entered for Org Level 1 (column T) has a termination date set up that is prior to the date value found in column N (Last Pay Ending Date). | Enter a different value in the column for Org Level 1 or change the termination date that has been entered for this value. |
| Employee not Enrolled In Payroll | This error indicates that the employee (whose Lump Sum Earning record you are trying to import) has not been activated for Payroll. | Complete the Payroll Activation Process for the given employee or remove the Employee Lump Sum Earning information for the given employee from the import file. |
| Legal Entity does not exist in Entity Master Definitions | This error indicates that the value found in the Legal Entity column (column A) is not set up as a Legal Entity. | Enter a valid value for Legal Entity in the MS-Excel file before importing. |
| Type of Pay is not defined in Common Object Dictionary | This error indicates that the value for Pay Type Code (column C) is not set up as a Pay Type Code. | Enter a valid value for Pay Type Code in the MS-Excel file or contact PaySupport to have a new pay type code added. |
| Pay Type Definition is not defined for Legal Entity | This error indicates that the value for Pay Type Code (column C) has not been set up using the Pay Code Definition function. | Enter a value for Pay Type Code in the MS-Excel file that has been set up in Pay Code Definition or contact PaySupport to have the desired pay type code set up in Pay Code Definition. |
| Amount and/or Hours are required | This error indicates that no values are present in either the Amount or Hours columns (columns H and I respectively). Each row in the MS-Excel file must have values in either of these columns. | Enter a value in the Amount or Hours column. |

| Error Message | Explanation | Suggested Actions to Resolve the Error |
|--|--|--|
| Start Payment Date is required | This error indicates that no value was entered in the From Pay Ending Date column (column D). | Enter a date value in column D. |
| Start Payment Date is Later Than Ending Payment Date | This error indicates that the value entered in the From Pay Ending Date column (column D) is greater than the value in the Last Pay Ending Date column (column E). The value in the From Pay Ending Date column must always be equal to or less than the value in the Last Pay Ending Date column. | Enter a value in the From Pay Ending Date column (column D) that is less than or equal to the value in the Last Pay Ending Date column (column E). |
| Type of Absence is not defined in Common Object Dictionary | This error indicates that the value entered in column Q is not a valid value that has been set up in the Absence Codes HR COD. | Enter a value in column Q that is a valid value or add the required value to the Absence Codes HR COD. |
| Job Grade is not defined in Common Object Dictionary | This error indicates that the value entered in column S is not a valid value that has been set up in the Job Grade HR COD. | Enter a value in column S that is a valid value or add the required value to the Job Grade HR COD. |
| Job Class is not defined in Common Object Dictionary | This error indicates that the value entered in column R is not a valid value that has been set up in the Job Class HR COD. | Enter a value in column R that is a valid value or add the required value to the Job Class HR COD. |
| Job Grade cannot exist without Job Class | This error indicates that there is a value entered in column S, but no value entered in column R. If a value is entered in column S, then a value must also be entered in column R. | Enter a valid value in both column R and column S or insure no values are entered in either column R and column S. |
| Job Title is not defined in Job Title Master Definitions | This error indicates that the value found in column AA is not a job title that has been set up and that can be found when using the Job Title Information function. | Enter a value in column AA that is a valid value or add the required value using the Job Title Information function. |
| Payment Record Print Option is not defined in Common Object Dictionary | This error indicates that the value entered in column J is not a valid value that has been set up in the Check Print Options Payroll COD. | Enter a value in column J that is a valid value or add the required value to the Check Print Options Payroll COD. |
| Organization Level 1 is not defined in Organization Master Definitions | This error indicates that the value entered in column T is not a valid value that has been set up using the Organization Setup function. | Enter a value in column T that is a valid value or add the required value to the org structure using the Organization Setup function. |
| Level 2 definition is invalid without Level 1 | This error indicates that a value has been entered in column U, but no value has been entered in column T. | Enter a value in column T. |
| Organization Level 2 is not defined in Organization Master Definitions | This error indicates that the value entered in column U is not a valid value that has been set up using the Organization Setup function. | Enter a value in column U that is a valid value or add the required value to the org structure using the Organization Setup function. |
| Organization Level 3 is invalid without Level 2 | This error indicates that a value has been entered in column V, but no value has been entered in column U. | Enter a value in column U. |

| Error Message | Explanation | Suggested Actions to Resolve the Error |
|--|--|---|
| Organization Level 3 is not defined in Organization Master Definitions | This error indicates that the value entered in column V is not a valid value that has been set up using the Organization Setup function. | Enter a value in column V that is a valid value or add the required value to the org structure using the Organization Setup function. |
| Organization Level 4 is invalid without Level 3 | This error indicates that a value has been entered in column W, but no value has been entered in column V. | Enter a value in column V. |
| Organization Level 4 is not defined in Organization Master Definitions | This error indicates that the value entered in column W is not a valid value that has been set up using the Organization Setup function. | Enter a value in column W that is a valid value or add the required value to the org structure using the Organization Setup function. |
| Organization Level 5 is invalid without Level 4 | This error indicates that a value has been entered in column X, but no value has been entered in column W. | Enter a value in column W. |
| Organization Level 5 is not defined in Organization Master Definitions | This error indicates that the value entered in column X is not a valid value that has been set up using the Organization Setup function. | Enter a value in column X that is a valid value or add the required value to the org structure using the Organization Setup function. |
| Organization Level 6 is invalid without Level 5 | This error indicates that a value has been entered in column Y, but no value has been entered in column X. | Enter a value in column X. |
| Organization Level 6 is not defined in Organization Master Definitions | This error indicates that the value entered in column Y is not a valid value that has been set up using the Organization Setup function. | Enter a value in column Y that is a valid value or add the required value to the org structure using the Organization Setup function. |
| Organization Level 7 is invalid without Level 6 | This error indicates that a value has been entered in column Z, but no value has been entered in column Y. | Enter a value in column Y. |
| Organization Level 7 is not defined in Organization Master Definitions | This error indicates that the value entered in column Z is not a valid value that has been set up using the Organization Setup function. | Enter a value in column Z that is a valid value or add the required value to the org structure using the Organization Setup function. |
| From Work Date is required for proper recording of Absenteeism | This error indicates that there is no date value in column M, yet a value was entered in column Q for Absence Type. The system has been configured such that a value must be entered in the From Work Date column when a value is entered in column Q. | Enter a valid value in column M or delete the value from column Q. |
| To Work Date is required for proper recording of Absenteeism | This error indicates that there is no date value in column N, yet a value was entered in column Q for Absence Type. The system has been configured such that a value must be entered in the To Work Date column when a value is entered in column Q. | Enter a valid value in column N or delete the value from column Q. |

| Error Message | Explanation | Suggested Actions to Resolve the Error |
|--|--|---|
| From Work Date is Later Than To Work Date | This error indicates that the value entered in the From Work Date column (column M) is greater than the value in the To Work Date column (column N). The value in the From Work Date column must always be equal to or less than the value in the To Work Date column. | Enter a value in the From Work Date column (column M) that is less than or equal to the value in the To Work Date column (column N). |
| Frequency of Lump Sum is required | This error indicates that no value is entered in column G. | Enter a valid value in column G. |
| Payment Frequency is not defined in Common Object Dictionary | This error indicates that the value entered in column G is not a valid value that has been set up in the Pay Frequencies Payroll COD. | Enter a value in column G that is a valid value or add the required value to the Pay Frequencies Payroll COD. |
| Hours are Required for Absence Recording | This error indicates that there are no hours in column I, yet a value was entered in column Q for Absence Type. The system has been configured such that hours must be entered when a given value is entered in column Q. | Enter a valid value in column I or delete the value from column Q. |
| The value in Segment 1 (segment) is invalid | This error indicates that the value entered for segment 1 in column L is not set up using the COA Segment Validation function. | Enter a valid value for segment 1 in column L or add the required value to the list of other values for segment 1 via the COA Segment Validation function. |
| The value in Segment 1 (segment) is not active | This error indicates that the value entered for segment 1 in column L is set up, but not currently active (you can see the status of each value using the COA Segment Validation function). | Enter an active value for segment 2 in column L or change the status of the required segment 2 value from inactive to active via the COA Segment Validation function. |
| The value in Segment 2 (segment) is invalid | This error indicates that the value entered for segment 2 in column L is not set up using the COA Segment Validation function. | Enter a valid value for segment 2 in column L or add the required value to the list of other values for segment 2 via the COA Segment Validation function. |
| The value in Segment 2 (segment) is not active | This error indicates that the value entered for segment 2 in column L is set up, but not currently active (you can see the status of each value using the COA Segment Validation function). | Enter an active value for segment 2 in column L or change the status of the required segment 2 value from inactive to active via the COA Segment Validation function. |
| The value in Segment 3 (segment) is invalid | This error indicates that the value entered for segment 3 in column L is not set up using the COA Segment Validation function. | Enter a valid value for segment 3 in column L or add the required value to the list of other values for segment 3 via the COA Segment Validation function. |

| Error Message | Explanation | Suggested Actions to Resolve the Error |
|--|---|---|
| The value in Segment 3 (segment) is not active | This error indicates that the value entered for segment 3 in column L is set up, but not currently active (you can see the status of each value using the COA Segment Validation function). | Enter an active value for segment 3 in column L or change the status of the required segment 3 value from inactive to active via the COA Segment Validation function. |
| The value in Segment 4 (segment) is invalid | This error indicates that the value entered for segment 4 in column L is not set up using the COA Segment Validation function. | Enter a valid value for segment 4 in column L or add the required value to the list of other values for segment 4 via the COA Segment Validation function. |
| The value in Segment 4 (segment) is not active | This error indicates that the value entered for segment 4 in column L is set up, but not currently active (you can see the status of each value using the COA Segment Validation function). | Enter an active value for segment 4 in column L or change the status of the required segment 4 value from inactive to active via the COA Segment Validation function. |
| The value in Segment 5 (segment) is invalid | This error indicates that the value entered for segment 5 in column L is not set up using the COA Segment Validation function. | Enter a valid value for segment 5 in column L or add the required value to the list of other values for segment 5 via the COA Segment Validation function. |
| The value in Segment 5 (segment) is not active | This error indicates that the value entered for segment 5 in column L is set up, but not currently active (you can see the status of each value using the COA Segment Validation function). | Enter an active value for segment 5 in column L or change the status of the required segment 5 value from inactive to active via the COA Segment Validation function. |
| The value in Segment 6 (segment) is invalid | This error indicates that the value entered for segment 6 in column L is not set up using the COA Segment Validation function. | Enter a valid value for segment 6 in column L or add the required value to the list of other values for segment 6 via the COA Segment Validation function. |
| The value in Segment 6 (segment) is not active | This error indicates that the value entered for segment 6 in column L is set up, but not currently active (you can see the status of each value using the COA Segment Validation function). | Enter an active value for segment 6 in column L or change the status of the required segment 6 value from inactive to active via the COA Segment Validation function. |
| The value in Segment 7 (segment) is invalid | This error indicates that the value entered for segment 7 in column L is not set up using the COA Segment Validation function. | Enter a valid value for segment 7 in column L or add the required value to the list of other values for segment 7 via the COA Segment Validation function. |
| The value in Segment 7 (segment) is not active | This error indicates that the value entered for segment 7 in column L is set up, but not currently active (you can see the status of each value using the COA Segment Validation function). | Enter an active value for segment 7 in column L or change the status of the required segment 7 value from inactive to active via the COA Segment Validation function. |

| Error Message | Explanation | Suggested Actions to Resolve the Error |
|---|---|---|
| The value in Segment 8 (segment) is invalid | This error indicates that the value entered for segment 8 in column L is not set up using the COA Segment Validation function. | Enter a valid value for segment 8 in column L or add the required value to the list of other values for segment 8 via the COA Segment Validation function. |
| The value in Segment 8 (segment) is not active | This error indicates that the value entered for segment 8 in column L is set up, but not currently active (you can see the status of each value using the COA Segment Validation function). | Enter an active value for segment 8 in column L or change the status of the required segment 8 value from inactive to active via the COA Segment Validation function. |
| The value in Segment 9 (segment) is invalid | This error indicates that the value entered for segment 9 in column L is not set up using the COA Segment Validation function. | Enter a valid value for segment 9 in column L or add the required value to the list of other values for segment 9 via the COA Segment Validation function. |
| The value in Segment 9 (segment) is not active | This error indicates that the value entered for segment 9 in column L is set up, but not currently active (you can see the status of each value using the COA Segment Validation function). | Enter an active value for segment 9 in column L or change the status of the required segment 9 value from inactive to active via the COA Segment Validation function. |
| From Date NY and To Date NY must both be entered or must both be blank. | The From Date NY (New York) field was entered, but not the To Date, or vice versa. | If this amount applies to a prior period and the employer is subject to the New York Wage Theft Prevention Act, enter both date fields. Otherwise, leave these fields blank. |
| From Date NY cannot be after To Date NY. | The From Date NY must be equal to or prior to the To Date NY. | Enter valid dates in both the From Date NY and To Date NY fields. |
| From Date NY and To Date NY cannot be entered for Legal Entity. | The From Date NY and/or To Date NY fields exist for a legal entity that is not set up as a New York employer. | If these fields were entered inadvertently, clear the fields. If the employer is subject to the New York Wage Theft Prevention Act, select NY in the Paystub Additional Information Usage field in Legal Entity Definition. |