


Topic: Error Message When Submitting a Flex Time Off Request





Flex can only be requested for hours/days that the employee is showing to be scheduled to work. The timecard should be checked prior to requesting Flex to confirm that the day(s) that are being requested show to have a current schedule.


In this example, the employee was trying to submit a flex request for 8/12 through to 8/14. If the schedule is checked you will find that the employee was not showing to have scheduled hours for 8/14. This will cause the error message below for the request.

Request Time Off

 WTK-03285 This edit cannot be made. The minimum taking limit for Flex Time and Front Load Flex edits is 8.0. X

Type:

		Start date	End date	Time Unit	Start time	Daily Amount
		8/12/2020	8/14/2020	Full day		
		8/17/2020	8/17/2020	Full day		

Accruals on: 

Accrual	Balance
Flex Time and Front Load Flex	513.48 Hour
LTB	0.08 Hour

The issue was there was no schedule built for that second Friday of the pay period (in this case 8/14). Since no hours were showing on the schedule for the 14th the system will not allow a flex request to be submitted for that day. The employee should contact their manager/timekeeper to get their schedule corrected. Once the schedule is corrected and hours are showing on the schedule for the 14th the flex request for that day can be submitted.