We typically ask that you clear all record errors prior to you budget submission. However, in a budget year with pay plan you’ll need to follow the guidelines below for an “Employee Inactive” record error.

What is the “Employee Inactive” record error?

The “Employee Inactive” record error is the result of ongoing terminations/resignations processed in HRS.

What should you do with this record error?

Go to the employee record in the CAT and make sure that the “Ok to Load to HRS” box (both in the “Compensation Change” and “Funding Change” sections) are unchecked (see attached example screenshot).

Note:
This employee will be part of your Redbook budget but will not load to HRS at the end of the fiscal year. And the “Employee Inactive” error will remain on your Record Error report when you submit your budget.