



COMP BALANCE CHECK WHEN RECORDING BONUS LEAVE

JOB AID TM-30 | CAT2



The purpose of this job aid is to explain how the CAT2 Comp Balance Check for bonus leave works.

With the changes to the Vacation & Bonus Leave policy effective 10/1/2014, an employee can choose to consume Bonus Leave before Vacation Leave. To accommodate this policy revision, Bonus Leave has been removed from the Approved Leave hierarchy effective 9/1/15 and is now deductible with A/A type 9100 (Bonus Leave).

A validation in CAT2 will prevent a Time Admin from keying Bonus Leave (A/A 9100) in the timesheet if there is an available balance in any of the Comp Leave quotas for the requesting employee. The validation will consider current balances and also will take into account any Approved Leave keyed prior to the A/A 9100 entry on the timesheet.

Examples

If an employee has Comp Balances to cover the amount of Bonus Leave keyed, the following error will generate, and the entry should be changed to Approved Leave (A/A 9000).

The screenshot shows a 'Data Entry Area' table with columns for days of the week (SU 08/09 to SA 08/15) and rows for leave types (LT A/... P.. Total). A pop-up window titled 'Display Messages' is overlaid on the table. The table shows a total of 40 hours for SU 08/09, 0 for MO 08/10, and 8 for TU 08/11, WE 08/12, TH 08/13, FR 08/14, and SA 08/15. The error message in the pop-up window is: 'Comp balance(s) available for . A/A 9000 should be recorded inst'.

LT A/... P..	Total	SU 08/09	MO 08/10	TU 08/11	WE 08/12	TH 08/13	FR 08/14	SA 08/15
	40	0	8	8	8	8	8	8

Date	Status	Type	Error Message
	●○○	E	Comp balance(s) available for . A/A 9000 should be recorded inst

If an employee has Comp Balances to cover a portion of the Bonus Leave keyed, the following error will generate, and the employee should record Approved Leave (A/A 9000) for the amount of Comp Leave remaining, and record the remainder of the absence as Bonus Leave.

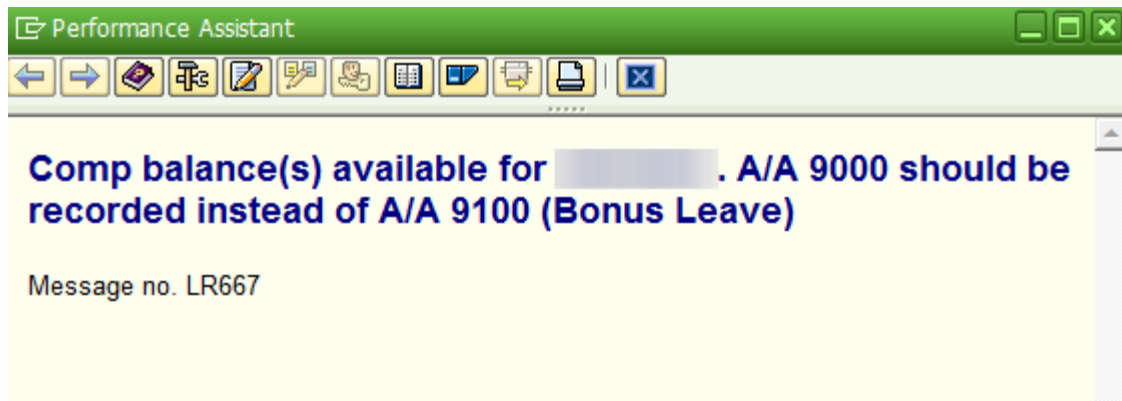
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LT A/... P..	Total	SU 08/09	MO 08/10	TU 08/11	WE 08/12	TH 08/13	FR 08/14	SA 08/15
	40	0	8	8	8	8	8	8

Name	Date	Status	Type	Error Message
		●○○	E	Comp balance(s) available for . 5.50 hours of A/A 9000 should b



Keep in mind that the **entire** error message text **will not** display for the two errors in the initial pop-up window. Only a portion of the message will display. By double clicking on the message itself, the full text will display in a separate pop-up window as shown below.



NOTE: Employees keying time in ESS will be presented the same errors and warnings.