COMP BALANCE CHECK
WHEN RECORDING BONUS LEAVE
JOB AID TM-30 | CAT2

TM

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).

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.
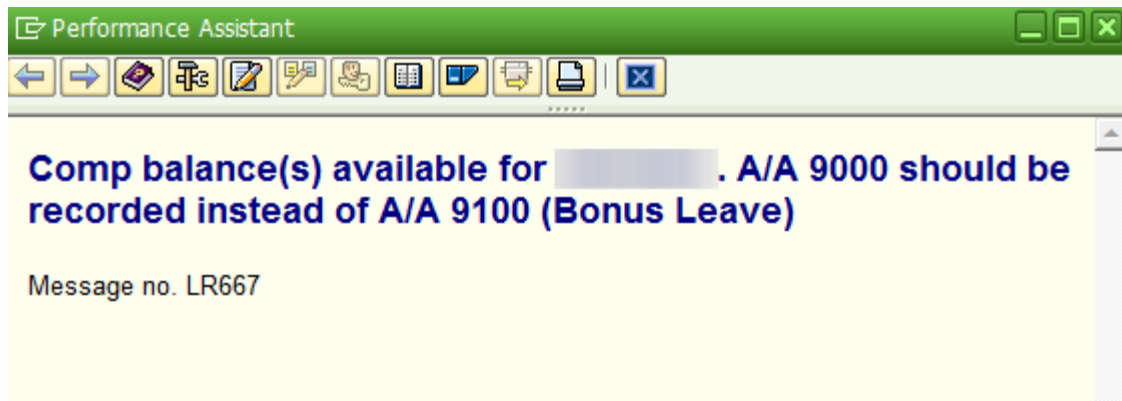

Keep in mind that the *entire* error message text *will not* display for the two errors in the initial pop-up window. Only a portion of the message will display. By double clicking on the message itself, the full text will display in a separate pop-up window as shown below.

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