

TM-30 CAT2 Comp Balance Check when Recording Bonus Leave

Purpose

The purpose of this job aid is to explain how the 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 was removed from the Approved Leave hierarchy effective 9/1/15 and is deductible with A/A type 9100 (Bonus Leave). Policy still requires that Comp Leave be used before Bonus Leave, however.

A validation check is performed when keying Bonus Leave (A/A 9100) in a timesheet if there is an available balance in any of the Comp Leave quotas for the employee. The validation will consider current balances and will also 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).

Entered by Time Admin in HRPS:

Image

Data Entry Area																
LT	A/AT...	P...	Charge Object	Activity	Total	SU 10/26	MO 10/27	TU 10/28	WE 10/29	TH 10/30	FR 10/31	SA 11/01				
🕒					40	0	8	8	8	8	8	0				
📊					0	0	0	0	0	0	0	0				
	9100						7									

Display Messages

Date	Status	Type	Error Message
	🚫	E	Comp balance(s) available for [redacted] 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.

Entered by Employee in ESS:

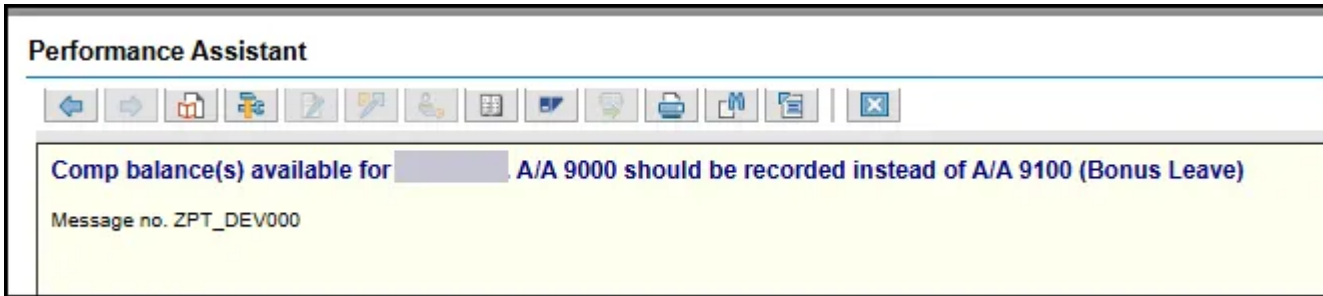
Image

43 19 20 21 22 23 24 25 44 26 27 28 29 30 31 < × ⚠️ Comp balance(s) available for [redacted]. 13.500 hours of A/A 9000 should be recorded instead of A/A 9100 (Bonus Leave)	Monday, November 3, 2025 8.00 / 8.00 9100 Bonus Leave ✎ i — 8.00 + Hours Attributes: 9100 Tuesday, November 4, 2025 6.33 / 8.00 9100 Bonus Leave ✎ i — 6.33 + Hours Attributes: 9100
--	--

As shown above, ESS will show the entire Comp Balance Check error message. The HRPS, however, **will not** display the entire text of the error message in the initial pop-up window. The full text will display in a separate pop-up window by clicking the magnifying glass icon or by double clicking on the message itself.

Image





First Published

Tue, 08/25/2015

Last Updated

Tue, 02/03/2026

[View PDF](#)