



# COMP BALANCE CHECK WHEN RECORDING BONUS LEAVE

ESS

## JOB AID ESS-13

The purpose of this job aid is to explain the comp balance check when recording bonus leave, including examples.

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 new A/A type 9100 (Bonus Leave).

A new validation in the ESS Timesheet will prevent an employee from keying Bonus Leave (A/A 9100) if there is an available balance in any of the Comp Leave quotas. The validation will consider current balances and 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).

Record Working Time

1 Edit → 2 Review and Save → 3 Completed

! Comp balance(s) available for [redacted] A/A 9000 should be recorded instead of A/A 9100 (Bonus Leave)

! Erroneous records exist. Navigation is not possible

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.

Record Working Time

1 Edit → 2 Review and Save → 3 Completed

! Comp balance(s) available for [redacted] 8.00 hours of A/A 9000 should be recorded instead of A/A 9100 (Bonus Leave)

! Erroneous records exist. Navigation is not possible