# Time and Labor On-Line Errors

## Timesheet Errors

**Message 1:**
- **Description:** Quantity must be in quarter hour (.25) increments (25010.20).
- **Action:** Click OK.

**Message 2:**
- **Description:** Hours reported are not between 0 and 24 for date 10/03 (25010.32).
- **Action:** Click OK.

**Message 3:**
- **Description:** Insufficient Comp Time balance (25010.9).
- **Action:** Click OK.
**Time and Labor On-Line Errors**

In the Timesheet tool, there are errors indicated for leave balances exceeding maximum limits. Here are the details:

### Error 1:
- **Message:** 4 new hours are reported against Leave Plan Sick. The possible maximum is 3.75. (13504, 117)
- **Details:** The leave balance is exceeded. Reduce the number of hours reported and re-submit.

### Error 2:
- **Message:** 5.75 new hours are reported against Leave Plan Vacation. The possible maximum is 5.65. (13504, 117)
- **Details:** The leave balance is exceeded. Reduce the number of hours reported and re-submit.
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#### Timesheet:

**Message:**

- **Insufficient Comp Time balance (25010, 9)**

**Save for Later**

#### Reported Time Status

**Reported Time Summary**

**Leave and Compensatory Time Balances**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Recorded Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>1134.000</td>
</tr>
<tr>
<td>Vacation</td>
<td>234.250</td>
</tr>
<tr>
<td>Compensatory</td>
<td>0.200</td>
</tr>
</tbody>
</table>

**Message:**

- **8 new hours are reported against Leave Plan Discretionary Day. The possible maximum is 0 (13504, 117)**

**The leave balance is exceeded. Reduce the number of hours reported and re-submit.**

**Save for Later**

No Discretionary Day available
**Time and Labor On-Line Errors**

### Timesheet

**Exempts must record SCK, VAC, SHL, and HCT in 1/2 or full day increments.**

### Timesheet

**Exempt Employee: Need to record all available leave in 1/2 day or full day increments so balances are below 4 hours.** (Sick, Vacation, Holiday Compensatory Time Taken, and Discretionary Day before entering Shared Leave). **Note:** Non-exempts must also use all available leave, including Compensatory Time Taken (to below .25 increments).
NOTE: System is computing the 1.5 CME * 1.5 = (2.25). Comp Time balance is 238, so 238 + 2.25 = 240.25 hrs, which is over the Federal maximum of 240 hours. In this case, you could enter 1.25 CME and .25 OTP.