

# Common Error Messages with Timesheets

This article covers some of the common error messages users may encounter when reporting time on timesheets and how to resolve the error.

## Minimum Balance Allowed is Exceeded Error

Comp Plan ADO\_CSUEU will reach a balance of -4 on 2023-10-03. The minimum allowed is 0.  
Minimum balance allowed is exceeded for the Compensation Plan. The quantity reported as Compensation Time Taken must be reduced.

OK

Comp Plan CTO\_CSUEU will reach a balance of -6 on 2023-10-24. The minimum allowed is 0.  
Minimum balance allowed is exceeded for the Compensation Plan. The quantity reported as Compensation Time Taken must be reduced.

OK

**Error message text sample:** *Comp Plan ADO-CSUEU will reach a balance of -4 on 2023-10-03. The minimum allowed is 0. Minimum balance allowed is exceeded for the Compensation Plan. The quantity reported as Compensation Time Taken must be reduced.*

### Why did I get this error?

You do not have enough hours to cover the compensatory time hours that you have reported.

In the first example above, the system indicates that the user will have an ADO (Additional Day Off) balance of -4, meaning that the user has gone over their ADO balance by 4 hours. In the second example above, the system indicates that the user will have a CTO (Compensatory Time Off) balance of -6, meaning that the user has gone over their CTO balance by 6 hours.

### How do I fix this?

Change the hours for the entry so they do not exceed your balance. In the first example above, the user should reduce the number of hours reported by 4 hours. In

the second example above, the user should reduce the number of hours reported by 6 hours.

**NOTE:** If you have earned additional hours to add to your balance this month, enter those earned hours first and then enter the taken hours.

Contact your department timekeeper or Payroll if you need additional assistance.

## Need More Help?

For questions about your specific entries or reporting requirements for your position, contact your department timekeeper or [Payroll](#) at 657-278-2521 or [payroll@fullerton.edu](mailto:payroll@fullerton.edu).

For training and how-to assistance, contact IT Training at 657-278-5647 or [ittraining@fullerton.edu](mailto:ittraining@fullerton.edu).

For technical assistance, contact the IT Help Desk at 657-278-7777 or [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu).