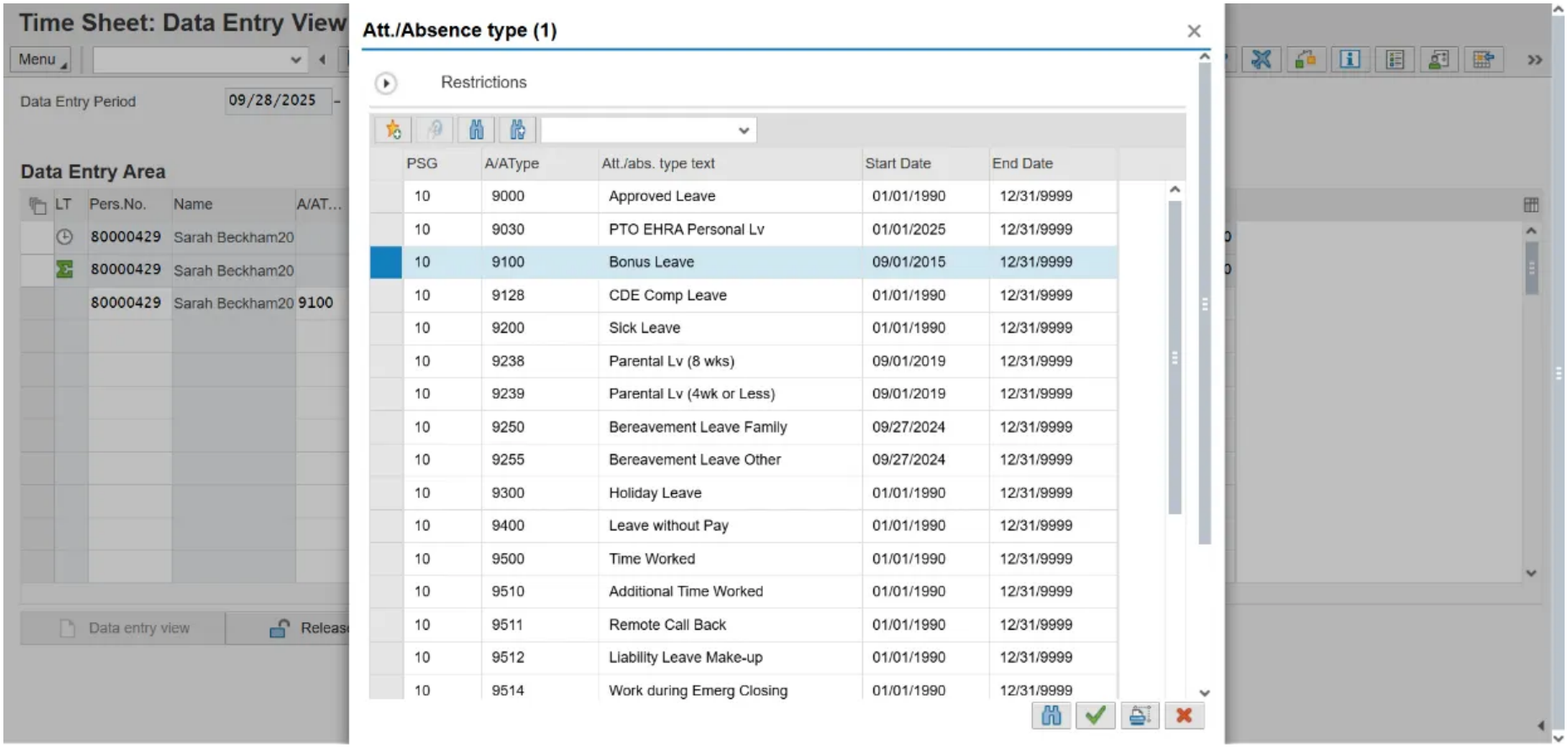
TM-04 Bonus Leave A/A Type 9100

Purpose

The purpose of this job aid is to explain how Bonus Leave, A/A Type 9100 can be used and in what order.

The absence type, **Bonus Leave (9100)**, became available with an effective 9/1/2015 date stamp for use in the Integrated HR-Payroll System. The 10/1/2014 Vacation Leave policy revision allows Bonus Leave to be used prior to Vacation Leave and outside of the existing Approved Leave Hierarchy (9000). Bonus Leave has been removed from the Approved Leave Hierarchy effective 9/1/2015 and is now a stand-alone absence coded with 9100. Bonus leave is still reportable as quota 50.

Image



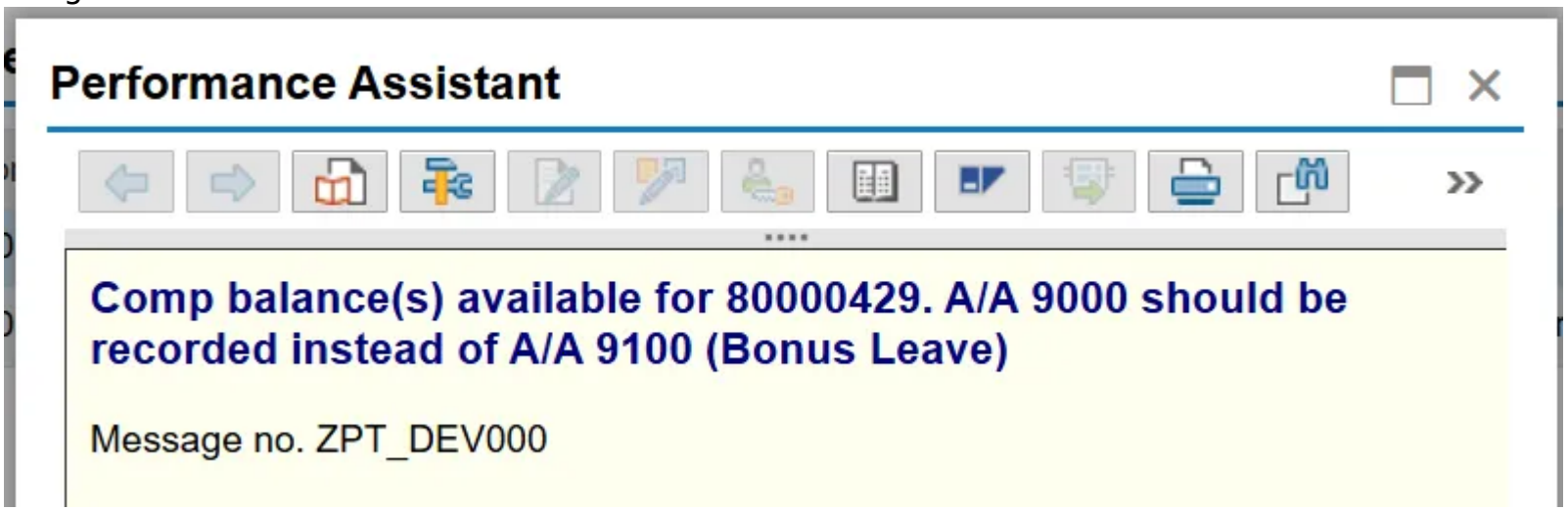
Because policy states Comp Leave must be consumed prior to Bonus Leave, a new validation in CAT2 will prevent a Time Admin from keying Bonus Leave (A/A 9100) in the timesheet if there is an available balance in any of the Comp Leave quotas for the requesting employee. The validation will consider current balances and 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 full amount of Bonus Leave keyed, the following error will generate, and the entry should be changed to Approved Leave (A/A 9000).

Comp balance(s) available for (PERNR). A/A 9000 should be recorded instead of A/A 9100 (Bonus Leave).

Image



If an employee has Comp Balances to cover only a portion of the Bonus Leave keyed, the following error will generate. The Time Admin should correct the entry by recording Approved Leave (A/A 9000) for the amount of Comp Leave available and any remainder of the absence as Bonus Leave.

Comp balance(s) available for (PERNR). 3.00 hours of A/A 9000 should be recorded instead of A/A 9100 (Bonus Leave).

Keep in mind that the entire error message text will not display 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 be displayed in a separate pop-up window as shown below.

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

First Published

Tue, 08/25/2015

Last Updated

Mon, 11/10/2025
Printable PDF