

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

Time Sheet: Data Entry View

Menu

Data Entry Period: 09/28/2025

Data Entry Area

LT	Pers.No.	Name	A/AT...
	80000429	Sarah Beckham20	
	80000429	Sarah Beckham20	
	80000429	Sarah Beckham20	9100

Data entry view Release

Att./Absence type (1)

Restrictions

PSG	A/AType	Att./abs. type text	Start Date	End Date
10	9000	Approved Leave	01/01/1990	12/31/9999
10	9030	PTO EHRA Personal Lv	01/01/2025	12/31/9999
10	9100	Bonus Leave	09/01/2015	12/31/9999
10	9128	CDE Comp Leave	01/01/1990	12/31/9999
10	9200	Sick Leave	01/01/1990	12/31/9999
10	9238	Parental Lv (8 wks)	09/01/2019	12/31/9999
10	9239	Parental Lv (4wk or Less)	09/01/2019	12/31/9999
10	9250	Bereavement Leave Family	09/27/2024	12/31/9999
10	9255	Bereavement Leave Other	09/27/2024	12/31/9999
10	9300	Holiday Leave	01/01/1990	12/31/9999
10	9400	Leave without Pay	01/01/1990	12/31/9999
10	9500	Time Worked	01/01/1990	12/31/9999
10	9510	Additional Time Worked	01/01/1990	12/31/9999
10	9511	Remote Call Back	01/01/1990	12/31/9999
10	9512	Liability Leave Make-up	01/01/1990	12/31/9999
10	9514	Work during Emerg Closing	01/01/1990	12/31/9999

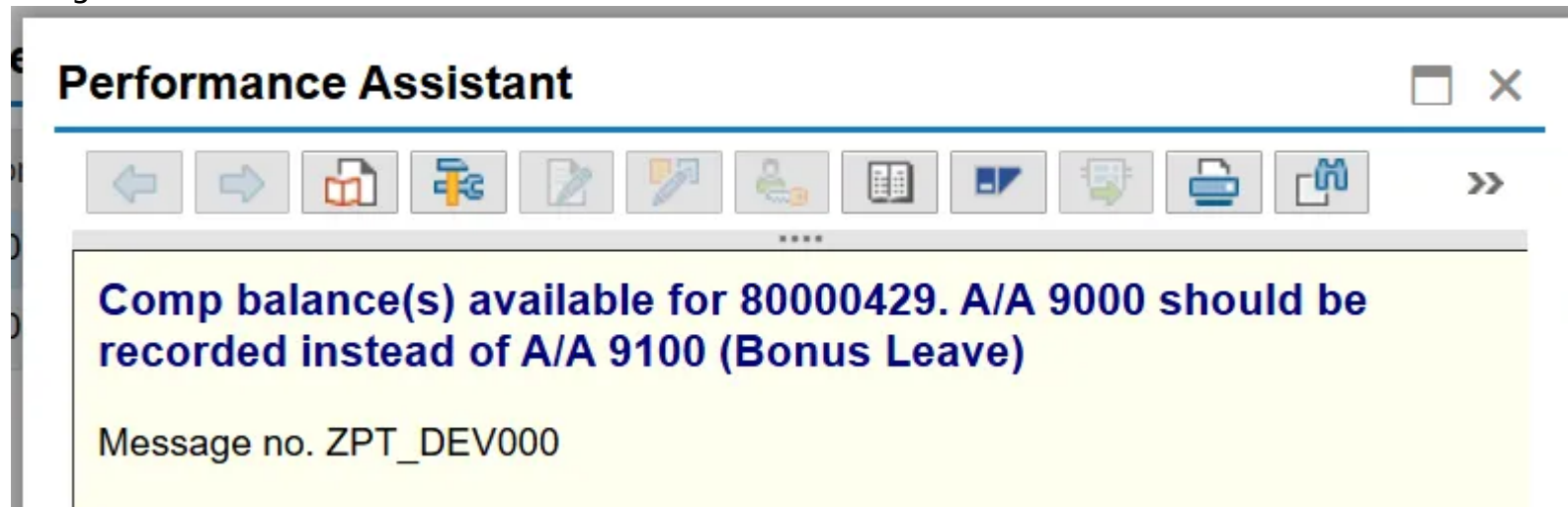
Because policy states Comp Leave must be consumed prior to Bonus Leave, a new validation in CAT2 will prevent a Time Admin from keying Bonus Leave (A/A 9100) in the timesheet if there is an available balance in any of the Comp Leave quotas for the requesting employee. The validation will consider current 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.

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Mon, 11/10/2025

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