



# BONUS LEAVE – A/A TYPE 9100



## JOB AID TM-4

### 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.

Data Entry Area

LT	Rec. Order	A/A...	P...	Total	SA 08/29	SU 08/30	MO 08/31	TU 09/01	WE 09/02	TH 09/03	FR
		9100									

Att./Absence type (1) 28 Entries found

Restrictions

PSG	A/AType	Att./abs. type text	Start Date	End Date
10	9000	Approved Leave	01/01/1990	12/31/9999
10	9100	Bonus Leave	09/01/2015	12/31/9999
10	9200	Sick Leave	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).

Data Entry Area

LT	Rec. Order	A/A...	P...	Total	SA 08/29	SU 08/30	MO 08/31	TU 09/01	WE 09/02	TH 09/03	FR 09/04
				40	0	0	10	10	10	10	0
				3	0	0	0	0	0	3	0
		9100		3						3	

Display Messages

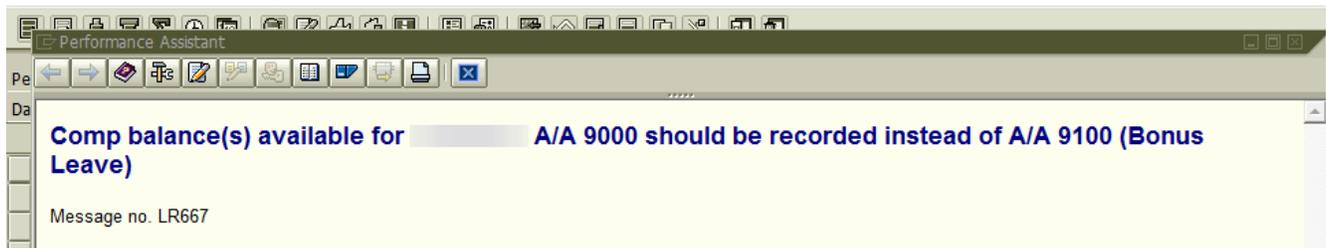
Personnel No.	Name	Date	Status	Type	Error Message
			●○○	E	Comp balance(s) available for A/A 9000 should b

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.

Data Entry Area												
LT	A/A...	P...	Charge Object	Activity	Total	SU 08/30	MO 08/31	TU 09/01	WE 09/02	TH 09/03		
					40	0	10	10	10	10		
					5.50	0	0	0	0	5.50		
	9500		Display Messages									
	9500		Personnel No. Name Date Status Type Error Message									
	9500					⊗	E	Comp balance(s) available for 3.00 hours of A/A				
	9100											5.50



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.

## Additional Resources

Training HELP website: [https://www.osc.nc.gov/training/training\\_help\\_documents](https://www.osc.nc.gov/training/training_help_documents)

## Change Record

Change Date: 5/19/2022 – Changed by A. Durrence

Changes: Edited for clarity, formatting, punctuation, and added headings and alt text to make accessible.