The purpose of this Business Process Procedure is to explain how to process an employee receiving leave donations in the Integrated HR-Payroll System.

Trigger: There is a need to record the process of an employee receiving leave donations when they have exhausted their personal leave balances.

Business Process Procedure Overview:

The State of NC has a policy that permits an employee to receive leave donations from other employees provided that the employee has been approved to participate in the Voluntary Shared Leave (VSL) program. An employee who receives leave donations can then record the shared leave through use of A/A code 9200 when he or she exhausts their personal leave balances.

Once an employee is approved for Voluntary Shared Leave, an eligibility record is created that enables the employee to receive leave donations. The Absence Pool infotype (IT 0696) will denote an employee's eligibility to receive donated shared leave.

There is a single subtype of IT 0696 that is relevant to Received Shared Leave eligibility: Foreign Pool (Subtype F): The Foreign Pool subtype creates a generic eligibility record for the employee. Even though the infotype names references absence pools, the functionality in the Integrated HR-Payroll System will allow only direct employee-to-employee leave donations.

A separate Received Shared Leave quota (Quota type 80) is created in the backend for the employee when donations are made via the Absence Donation Administration (IT 0613).

There is a single subtype of IT 2006 that is relevant to the quota for Received Shared Leave:

Received Shared Leave (subtype 80) - The Received Shared Leave quota is reduced by recording Absence type 9200 on the timesheet and is reduced only after an employee's other leave quotas have been exhausted.

Once an employee is eligible and has a Received Shared Leave quota to accept donations, donations may be processed following the steps outlined in the PA61 – Received Shared Leave (Donor) BPP.

This BPP will detail:
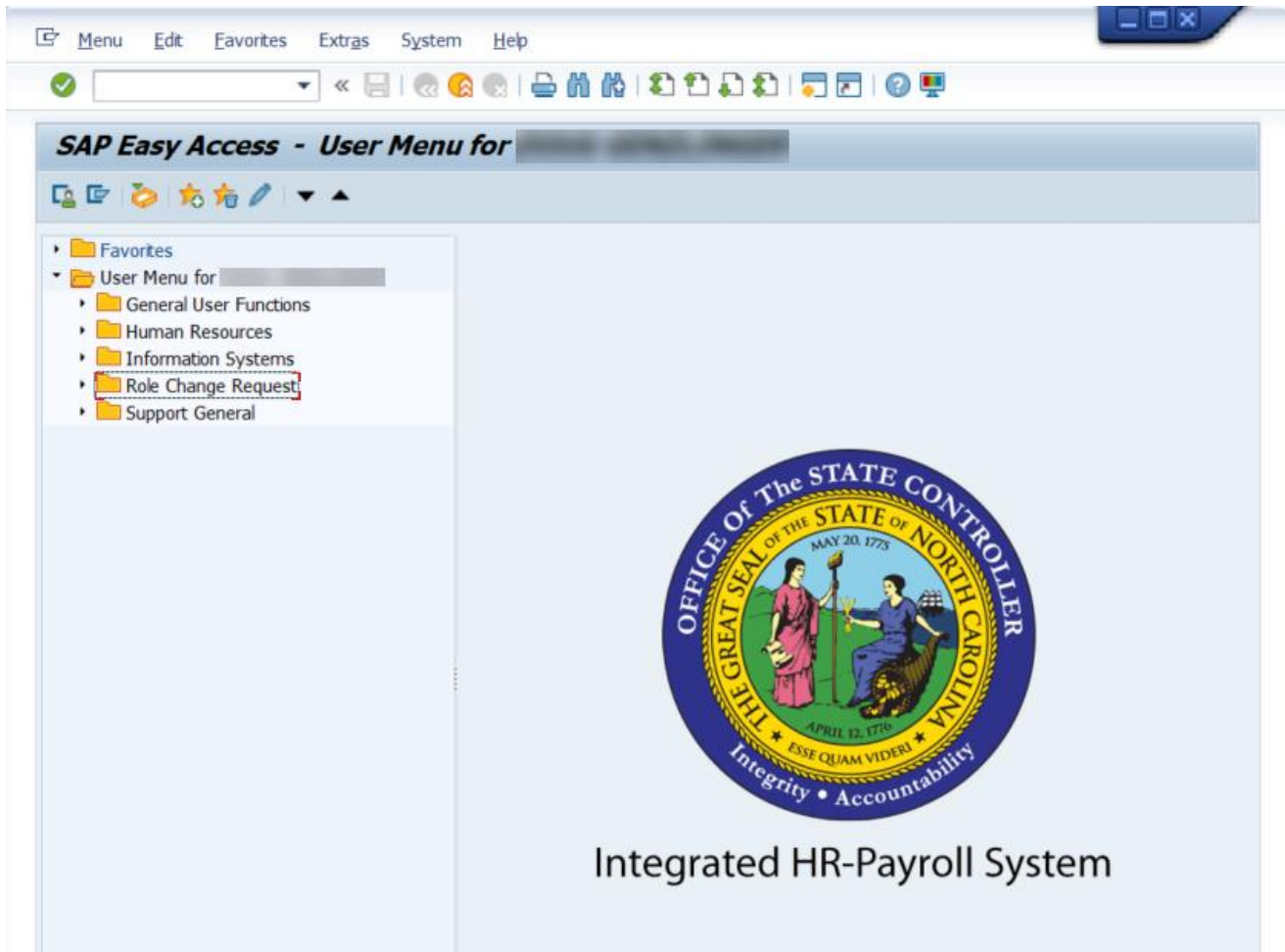- Creating a Received Shared Leave eligibility record

NOTE: If you are processing Received Shared Leave across agencies, BEST Shared Services must assist with the processing.

Access Transaction:

Via Menu Path: SAP menu >> Human Resources >> Time Management >> Administration >> Time Data >> PA61 – Maintain Time Data

Via Transaction Code: PA61

Procedure

1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. **Example**: PA61

2. Click the **Enter** ✅ button.

ℹ️ **Information**	You may want to enter this transaction code in your Favorites folder. • Choose **Favorites > Insert Favorites** • Type in **PA61** • Click **Enter**. To see the transaction code displayed in front of the link in your favorites: • Choose **Edit > Settings**. • Place a check next to **Display Technical Names.** • Click **Enter**.

3. Update the following field:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No. **Example**: 80000715

4. Click the **Enter** ✅ button.

Ensure the correct personnel number was entered after clicking Enter.

5. Update the following fields in the Period and Direct selection areas:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From. **Example**: 10/14/2015
To	Ending date of the specified date range	Enter value in To. **Example**: 11/30/2015
Infotype	Unique number identifying the type of data to be displayed.	Enter value in Infotype. **Example**: 696 (Absence Pools)
Sty	Infotype subtype	Enter value in STy. **Example**: F

The **From** field will default to the current date, but the date may need to be maintained.

The *Period From* and *To* dates should reflect the time period that an employee is eligible to receive leave donations according to his or her agency's Voluntary Shared Leave policy. The receiving employee will be able to receive donations only within this period. Should the agency agree to extend the donation period, the eligibility record can be maintained to reflect the extended dates.

6. Click the **Enter** ☑ button.

7. Click the **Create (F5)** ☐ button.

Create Absence Pools (0696)

Personnel No	80000715		Name	Joel Veale01
EEGroup	A	SPA Employees	PersA	1401 State Controller
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active
Start	10/14/2015	To	11/30/2015	

Absence Pools

Absence Pool ID	

8. Click the **Absence Pool ID** drop-down list.

9. Select **VSL Voluntary Shared Leave** in the list box.

10. Click the **Save (Ctrl+S)** 🖫 button.

Maintain HR Master Data

Personnel no. 80000715

Name Joel Veale01

EEGroup A SPA Employees PersA 1401 State Controller

EESubgroup A1 FT N-FLSAOT Perm CostC 1499999999 OSC

Basic Personal Data | Payroll | Benefits | Time | Addtl. Personal Data | Pl...

Infotype text	S...
Actions	✔
Organizational Assignment	✔
Personal Data	✔
Addresses	✔
Planned Working Time	✔
Basic Pay	✔
Family Member/Dependents	✔
I-9 Residence Status	✔
Additional Personal Data	✔

Period

- ⦿ Period
  - From _____ To _____
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date ○ Last week
- ○ To Current Date ○ Last month
- ○ Current Period ○ Current Year

Choose

Direct selection

Infotype Absence Pools   STy F Foreign Pool

Information	When employees donate leave to the recipient by creating the donation record (IT0613), the Integrated HR-Payroll System will generate a quota corrections record (IT2013) automatically which will increase the recipients VSL (voluntary shared leave) quota.

In the event that the medical condition expires prior to an employee's Received Shared Leave being exhausted, the leave must be returned to the donors in accordance with OSHR policy. Each agency will manage pro-rated leave returns internally if the donor belongs to the designated agency. If donors exist outside of the recipient's agency, a ticket should be submitted to BEST Shared Services for donor return processing. The following information should be included on the request for BEST:

- Donor information
- Leave type
- Amount to be returned

	An *IT2013 – Quota Corrections* record must be created if any or all of the donation is unused by the recipient. Unused VSL donations must be returned to the donor per OSHR policy.
Information	

The system task is complete.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 10/15/15 – J. Boyette
Changes:
- BPP Title changed:
    - Old Title: PA61 Shared Leave Recipient
    - New Title: PA61 Received Shared Leave (Recipient)
- Page 4, Step 5 – updated Example to current dates
- Updated screenshots in steps 4 through 10 to reflect Received Shared Leave system behavior and design changes
Page 7 - Added new Information Text Box regarding IT2013 – Quota Corrections record.

Change Date: 5/15/20 – Changed by C. Ennis
Changes: Updated format, assigned reference number, and made accessible