HRMS

## *Shared Leave Pool- Donation or Withdrawal (PA30)*

Use this procedure to maintain donations and withdrawals in HRMS for both a donor and a recipient in one of the shared leave pools (Sick Leave Pool, Uniformed Service Shared Leave Pool, Veterans' In-state Service Shared Leave Pool, or Foster Parents Shared Leave Pool).

Prerequisites: Both the donor and recipient must have the Home Pool and Foreign Pool created on Absence Pools (0696) infotype. Refer to the Shared Leave Pool – Create Eligibility user procedure on the OLQR for help establishing donor or recipient eligibility.

Roles: Payroll Processor, Time and Attendance Processor, and Leave Correction Processor.

Note: Field definitions can be accessed within HRMS by pressing the "F1" key on the keyboard, or via On Line Quick Reference (OLQR), HRMS Data Definitions Resource Guide, and Glossary.

1. Enter transaction code **PA30** in the command field and click the **Enter** (✅) button or press **Enter** on the keyboard.	
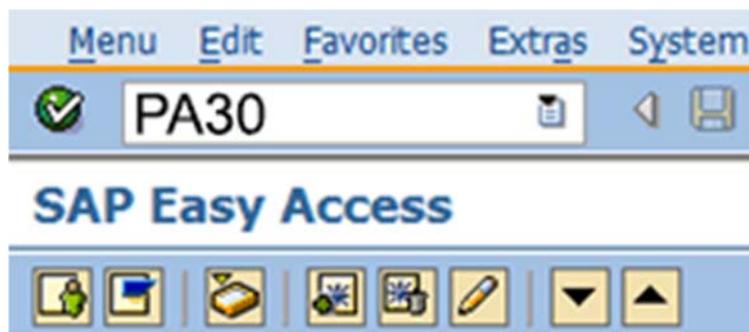
ⓘ Tips

- For more information on shared leave pools, refer to the applicable rules and guidelines established by the pool's administrator (Washington Military Department for the Uniformed Service Shared Leave Pool, Department of Veterans Affairs for the Veterans' In-state Service Shared Leave Pool, and Department of Social and Health Services for the Foster Parents Shared Leave Pool).
- If necessary, the Payroll Processor/Supervisor, Time and Attendance Processor/ Supervisor/Inquirer, and Leave Corrections Processor may use the Attendance System Change Report (ZHR_RPTTM084) to verify the employee's absence quotas prior to entering donations.

Shared Leave Pool-Donation or Withdrawal (PA30) (cont.)

2. Complete the following fields:

- **Personnel no.**
- **From**

3. Click the **Enter** (✅) button or press **Enter** on the keyboard.

Maintain HR Master Data

Personnel no.	20102270
Name	Test Employee 1
PersArea	4770 Dept of Fish & Wildlife	EEGroup 0 Permanent
PSubarea	0001 Non Represented	EESubgroup 01 Monthly(M) OT Exe… Status Active

Tabs: Basic Personal Data | Payroll | Benefits | Time Recording | Addtl. Personal …

Infotype text	S..
Actions	✔
Organizational Assignment	✔
Personal Data	✔
Addresses	✔
Planned Working Time	✔
Basic Pay	✔
Contract Elements	✔
Date Specifications	✔
Family/Related Person	

Period
- ⦿ Period From 07/17/2017 To
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date   ○ Last week
- ○ To Current Date ○ Last month
- ○ Current Period   ○ Current Year
- Choose

4. In the **Time Recording** tab, click the box to the left of **Absence Donation Administration US** or enter 0613 in the Direct selection Infotype field.

5. Click the **Create** (▢) button.

Maintain HR Master Data

Personnel no.	20102270
Name	Test Employee 1
PersArea	4770 Dept of Fish & Wildlife	EEGroup 0 Permanent
PSubarea	0001 Non Represented	EESubgroup 01 Monthly(M) OT Exe… Status Active

Tabs: Basic Personal Data | Payroll | Benefits | Time Recording | Addtl. Personal …

Infotype text	S..
Employee Remuneration Info	
Availability	
Time Transfer Specifications	
Time Events	
Leave Entitlement Compensation	
Workers' Comp. NA	
Absence Pools	✔
Absence Donation Administration US	

Period
- ⦿ Period From 7/17/2017
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date   ○ Last week
- ○ To Current Date ○ Last month
- ○ Current Period   ○ Current Year
- Choose

Direct selection

Infotype		STy	

ⓘ **Tips**
- If an employee is donating to one of the shared leave pools, go to **step 6**. If an employee is receiving leave from one of the shared leave pools, go to **step 15**.

Shared Leave Pool-Donation or Withdrawal (PA30) (cont.)

6. To enter a shared leave pool donation, select **Donation/Return** from the Subtypes for infotype "Absence Donation Administrations US" box.

7. Click **Copy** (✔) to accept.

Subtypes for infotype "Absence Donation Administration US" (1)   2 Entries …

Restrictions

STyp	Name
0001	Donation/Return
0002	Withdrawal

8. Complete the **Create Absence Donation Administration US (0613)** infotype.

- **Abs.quota type**
- **Number/Unit**
- **Foreign Pool**

9. Click the **Enter** (✔) button or press **Enter** on the keyboard.

10. Click the **Save** (💾) button.

Create Absence Donation Administration US(0613)

Personnel No.	20102270	Name	Test Employee 1
PersArea	4770 Dept of Fish & Wildlife	EEGroup 0 Permanent	
PSubarea	0001 Non Represented	EESubgroup 01 Monthly(M) OT Exe… Status Active	
Start	07/17/2017		

Absence Donation Administration US

Abs.quota type	Vacation Leave (24.00000 … ▾
Number/Unit	10.00

○ Home Pool
  Home Pool ID   Shared Leave - Common Pool ▾
● Foreign Pool
  Foreign Pool ID   VISSLP Shared Leave Pool ▾
○ Employee   ☐ Amount Related
  Personnel no.
  Target Abs. quota   ▾
○ External Recipient
  Ext. Person
  Absence Quota Type

ⓘ Tips
- Select the specific absence quota that is being donated in the **Abs.quota type** field. Example: Vacation Leave.
- Enter the total hours that are being donated in the **Number/Unit** field. Example: 10.00.
- In the Foreign Pool ID field, select the appropriate shared leave pool that the employee is donating to. Example: VISSLP Shared Leave Pool.

⚠ Caution
- The **Foreign Pool ID** field should be selected **before** clicking the Foreign Pool radio button.

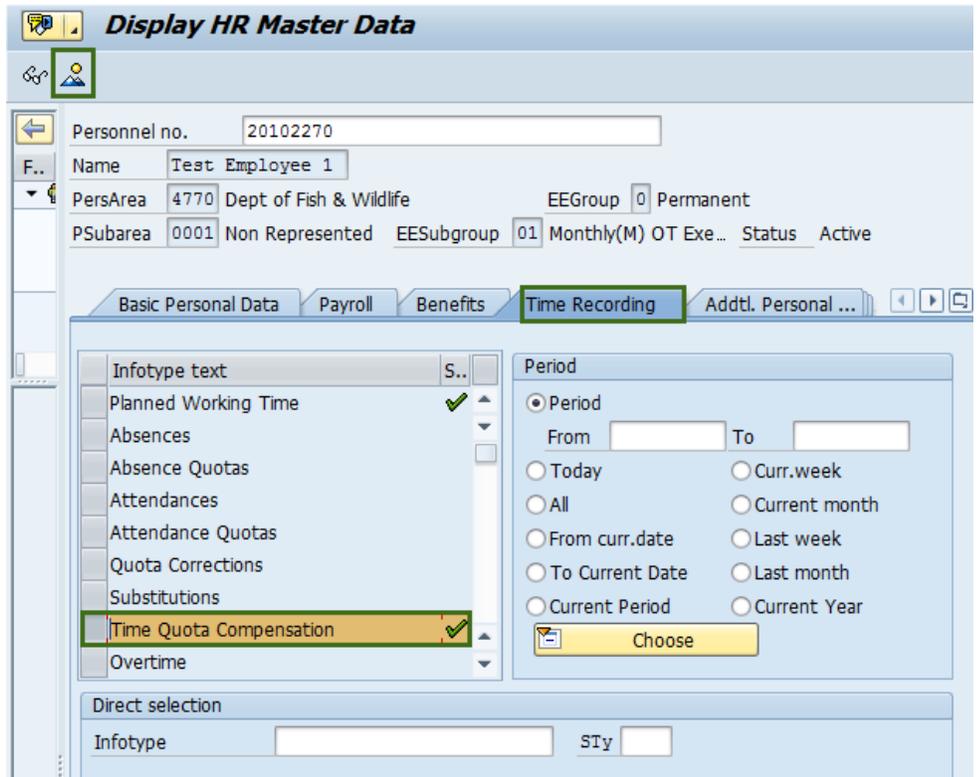# Shared Leave Pool-Donation or Withdrawal (PA30) (cont.)

> ### ⓘ Tips
> • When a **donation** has been made to one of the shared leave pools in HRMS, a record is created on Time Quota Compensation (0416) infotype for the **donor** indicating the leave being deducted from their quota balance. Follow **steps 11-14** to verify the donation record on the Time Quota Compensation (0416) infotype.

11. Enter **/nPA20** in the command field and click the **Enter** (🗸) button or press **Enter** on the keyboard.

12. In the **Time Recording** tab, click the box to the left of **Time Quota Compensation** or enter 0416 in the Direct selection Infotype field.

13. Click the **Overview** (🔼) button.

Display HR Master Data

Personnel no.	20102270			
Name	Test Employee 1			
PersArea	4770 Dept of Fish & Wildlife		EEGroup 0 Permanent	
PSubarea	0001 Non Represented	EESubgroup	01 Monthly(M) OT Exe… Status	Active

Basic Personal Data | Payroll | Benefits | **Time Recording** | Addtl. Personal …

Infotype text	S..
Planned Working Time	✓
Absences	
Absence Quotas	
Attendances	
Attendance Quotas	
Quota Corrections	
Substitutions	
Time Quota Compensation	✓
Overtime	

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		STy

14. Select the appropriate subtype and click the **View** (🔍) button.
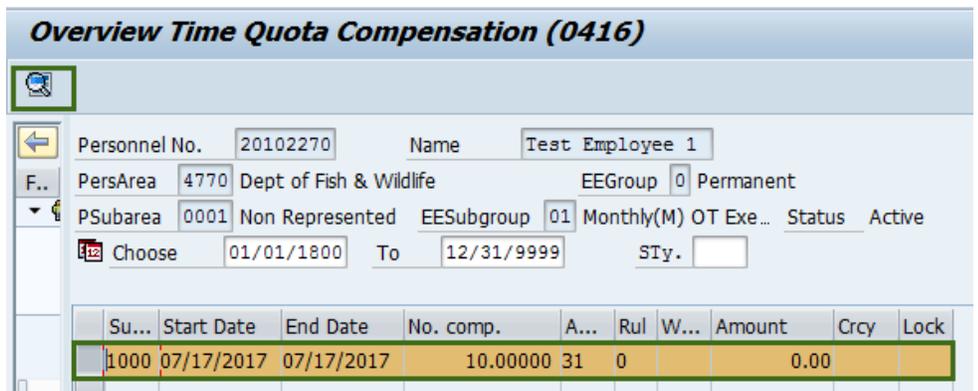
Overview Time Quota Compensation (0416)

Personnel No.	20102270	Name	Test Employee 1	
PersArea	4770 Dept of Fish & Wildlife		EEGroup 0 Permanent	
PSubarea	0001 Non Represented	EESubgroup	01 Monthly(M) OT Exe… Status	Active
📅 Choose	01/01/1800 To 12/31/9999		STy.	

Su...	Start Date	End Date	No. comp.	A...	Rul	W...	Amount	Crcy	Lock
1000	07/17/2017	07/17/2017	10.00000	31	0		0.00		

Shared Leave Pool-Donation or Withdrawal (PA30) (cont.)

Display Time Quota Compensation (0416)

Personnel No.	20102270	Name	Test Employee 1

PersArea 4770 Dept of Fish & Wildlife   EEGroup 0 Permanent

PSubarea 0001 Non Represented   EESubgroup 01 Monthly(M) OT Exe…   Status   Active

Start   07/17/2017   Chg. 07/18/2017 AIMEEB

Comp. method   1000 Free compensation

Compensation specifications

◉ Automatic compensation

○ Manual compensation

Time quota type   31   Vacation Leave

Compensation rule   000

No. to compensate   10.00000

☑ Do not account

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	W
31	Vacation Leave	8.00000	Hours	8.00000	0.00000	
31	Vacation Leave	8.00000	Hours	2.00000	6.00000	

15. To enter a shared leave pool withdrawal, select **Withdrawal** from the Subtypes for infotype "Absence Donation Administrations US" box.

Subtypes for infotype "Absence Donation Administration US" (1)   2 Entries …

Restrictions

STyp	Name
0001	Donation/Return
0002	Withdrawal

Shared Leave Pool-Donation or Withdrawal (PA30) (cont.)

16. Click **Copy** (☑) to accept.

17. Complete the **Create Absence Donation Administration US (0613)** infotype.

- **Start**
- **Abs.quota type**
- **Number/Unit**
- **Foreign Pool ID**

18. Click the **Enter** (✓) button or press **Enter** on the keyboard.

19. Click the **Save** (💾) button.

Create Absence Donation Administration US(0613)

Personnel No.	20102270
Name	Test Employee 1
PersArea	4770 Dept of Fish & Wildlife
EEGroup	0 Permanent
PSubarea	0001 Non Represented
EESubgroup	01 Monthly(M) OT Exe...
Status	Active
Start	07/17/2017

Absence Donation Administration US

Abs.quota type	VISSLP Leave Pool
Number/Unit	40.00 Hours

○ Home Pool
   Home Pool ID [ ]
● Foreign Pool
   Foreign Pool ID [VISSLP Shared Leave Pool]
○ External Recipient
   Ext. Person [ ]
   Absence Quota Type [ ]

ⓘ **Tips**

- Enter the date of the withdrawal in the **Start** field.
- Select the specific absence quota that is being withdrawn in the **Abs.quota type** field. Example: VISSLP Leave Pool.
- Enter the amount of hours that are being withdrawn in the **Number/Unit** field. Example: 40.00.
- In the Foreign Pool Id field, select the appropriate shared leave pool that the employee is withdrawing from. Example: VISSLP Shared Leave Pool.

⚠ **Caution**

- The **Foreign Pool ID** field should be selected **before** clicking the Foreign Pool radio button.
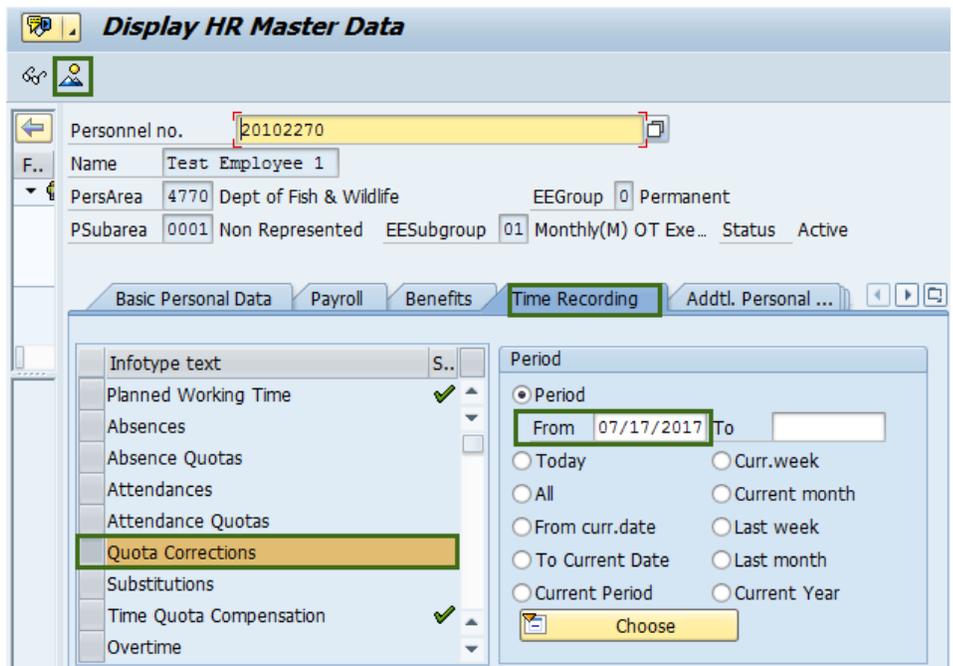
ⓘ **Tips**
- When a **withdrawal** has been made from one of the shared leave pools, a record on the Quota Corrections (2013) infotype will be created for the **recipient**.
- Prior to veifying the quota coreection record was created, Time Evaluations will need to run to transfer the quota to the Absence Quotas (2006) infotype. Refer to the user procedure *Time Evaluation* located on the OLQR.
- After Time Evaluation is complete, follow **steps 20-24** to verify the quota correction was created by viewing Quota Corrections (2013) infotype.

20. Enter **/nPA20** in the command field and click the **Enter** (✅) button or press **Enter** on the keyboard.
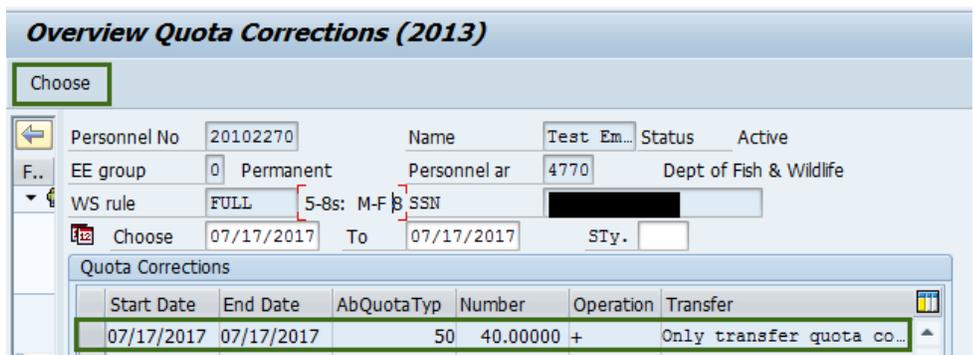
21. In the **Time Recording** tab, click the box to the left of **Quota Corrections** or enter 2013 in the Direct selection Infotype field and enter the **From** date.

22. Click the **Overview** (👤) button.

23. Select the appropriate quota correction and click the **Choose** button to **Display Quota Corrections (2013)** infotype.

Display HR Master Data

Personnel no.	20102270
Name	Test Employee 1
PersArea	4770 Dept of Fish & Wildlife EEGroup 0 Permanent
PSubarea	0001 Non Represented EESubgroup 01 Monthly(M) OT Exe… Status Active

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

Infotype text	S..	Period
Planned Working Time	✔	⦿ Period
Absences		From 07/17/2017 To
Absence Quotas		○ Today ○ Curr.week
Attendances		○ All ○ Current month
Attendance Quotas		○ From curr.date ○ Last week
Quota Corrections		○ To Current Date ○ Last month
Substitutions		○ Current Period ○ Current Year
Time Quota Compensation	✔	Choose
Overtime		

Overview Quota Corrections (2013)

Choose

Personnel No	20102270 Name Test Em… Status Active
EE group	0 Permanent Personnel ar 4770 Dept of Fish & Wildlife
WS rule	FULL 5-8s: M-F 8 SSN ▮▮▮▮▮
Choose	07/17/2017 To 07/17/2017 STy.

Quota Corrections

Start Date	End Date	AbQuotaTyp	Number	Operation	Transfer
07/17/2017	07/17/2017	50	40.00000	+	Only transfer quota co…

Shared Leave Pool-Donation or Withdrawal (PA30) (cont.)

24. Click the Exit ( ) button to exit the action.

25. You have successfully completed the **Shared Leave Pool Donation or Withdrawal** procedure.

Display Quota Corrections (2013)

Personal work schedule | Activity allocation | Cost assignment | External services

Personnel No	20102270	Name	Test Em...	Status	Active
EE group	0 Permanent	Personnel ar	4770	Dept of Fish & Wildlife
WS rule	FULL 5-8s: M-F...	SSN		
Start	07/17/2017	Chg.	07/18/2017 AIMEEB	

Absence quota type   50 VISSLP Leave Pool

Change accrual entitlement

Quota number   40.00000   Hours

◉ Increase generated entitlement
◯ Reduce generated entitlement
◯ Replace generated entitlement

Change transfer time

Transfer   Only transfer quota correction immediate ... ▼