

## Shared Leave Donation

Transaction Code:  
PA30

**Purpose** Use this procedure to maintain shared leave for both the Donor and the Recipient.

**Trigger** Perform this procedure when one employee is donating shared leave to another employee within the same agency.

**Prerequisites**

- Absence Quota balance exists for the donating employee.
- If the donating employee would like to donate their Personal Holiday, it must be converted into an hourly amount first.
  - See the procedure **Personal Holiday Convert into Hours**.
- Both employee's have eligibility established.
  - See the procedure **Shared Leave Establish Eligibility** procedure.

**End User Roles** Payroll Processor, Leave Corrections Processor










Change History	Change Description
8/26/2006	Updates
4/28/2009	Screen shots updated to match current system.
5/6/2009	Steps on running Time Evaluation added (12-19)
8/3/2009	Step 2 updated to include entering the effective date of the record into the <b>Period</b> field
8/28/2009	Note added to step 2 on the start date of the record.
9/29/2009	Removed note of RCW and WAC

**Menu Path** Human Resources → Personnel Management → Administration → HR Master Data → Maintain

**Transaction Code** PA30

<b>Helpful Hints</b>	Payroll Processors and Leave Corrections Processors will use the <b>Attendance System Change Report (ZHR_RPTTM084)</b> to verify received, donated and returned quota balances.
----------------------	---

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:




Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.


## Procedure


1. Start the transaction using the above menu path or transaction code **PA30**.

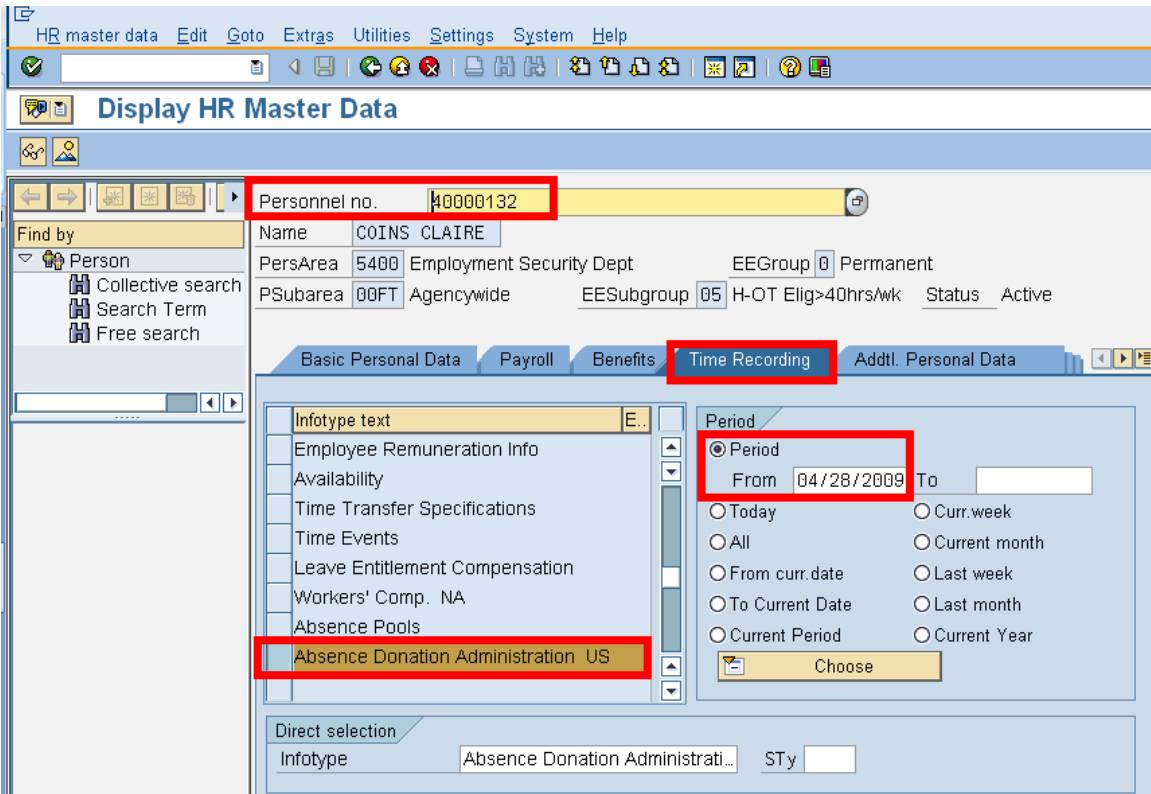
The screenshot displays the SAP HR Master Data maintenance interface. At the top, the menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The main title is 'Maintain HR Master Data'. The search criteria are: Personnel no. 40000132, Name COINS CLAIRE, PersArea 5400, Employment Security Dept, EGroup Permanent, PSubarea 00FT, Agencywide, ESubgroup 05, H-OT Elig 40hrs/wk, and Status Active. The 'Basic Personal Data' tab is selected, showing a list of data categories with checkmarks indicating completion status. A 'Period' selection panel is also visible.

2. Complete the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number.   Enter the <b>donor's</b> personnel number  <b>Example:</b> 40000132
Period	R	Enter the effective date of the donation.   The date should be the start date that the <b>Recipient</b> was made eligible to receive Shared Leave.   If a date is not entered on this screen, the system will not display the <b>donor's</b> current quota balance.

		 <p>By entering the effective date here, it will be carried over to the <i>Absence Donation Administration (0613)</i> Infotype</p> <p><b>Example:</b> 4/28/2009</p>
--	--	--



3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Click the **Time Recording** tab to select.
5. Select the blue box to the left of **Absence Donation Administration US** to select



6. 

The screenshot shows the 'Display HR Master Data' window for employee COINS CLAIRE (Personnel no. 40000132). The 'Time Recording' tab is selected. In the 'Absence Pools' list, 'Absence Donation Administration US' is highlighted. The 'Period' section shows 'From 04/28/2009' and a 'Choose' button.

7. Click  (Create) to donate leave to the RECIPIENT of shared leave. Select **0001 Donation/Return** from the pop up window

8. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Abs. quota type	R	<p>It is a specific absence quota that is being donated by the <b>Donor</b>.</p>  <p>If an employee would like to donate their Personal Holiday, it must be converted into an hourly amount first. See the procedure <b><i>Personal Holiday Convert into Hours</i></b>.</p> <p><b>Example:</b> Annual Leave</p>
Number/Unit	R	<p>Enter the number of hours that are being donated to the recipient.</p> <p><b>Example:</b> 75</p>
Personnel no.	R	<p>The employee's unique identifying number.</p>  <p>Enter the <b>Recipients</b> personnel number</p>

		<b>Example: 40000200</b>
Amount Related	R	<p>Check this box.</p>  <p>If the amount related box is not checked, the base rate (salary/hourly amount) will not be considered into the hours calculation of Shared Leave. The system will donate the actual hours entered rather than calculate the base rate of each employee.</p>
Employee	R	Check this radio button
Target Abs. quota	R	<p>This is the Absence Quota (Leave Type) that an employee donates to (Shared Leave Quota) or receives back (the quota type that was donated).</p>  <p>Always select Shared Leave.</p> <p><b>Example: Shared Leave</b></p>

Infotype Edit Goto Extras System Help

**Create Absence Donation Administration US(0613)**

Personnel No 40000132 Name COINS CLAIRE  
 EE group 0 Permanent Personnel ar 5400 Employment Security Dept  
 EE subgroup 05 H-OT Elig>40hrs/... SSN 501-50-5082 Status Active  
 Start 04/28/2009

**Absence Donation Administration US**


Abs. quota type 31 Annual Leave/Vacation ( ... )  
 Number/Unit 75.00 Hours

Home Pool  
 Home Pool ID


Foreign Pool  
 Foreign Pool ID

Employee  Amount Related  
 Personnel no. 40000200 KORZE JOZICA  
 Target Abs. quota 41 Shared Leave


External Recipient  
 Ext. Person  
 Absence Quota Type


9. Click  (Enter) to validate the information.

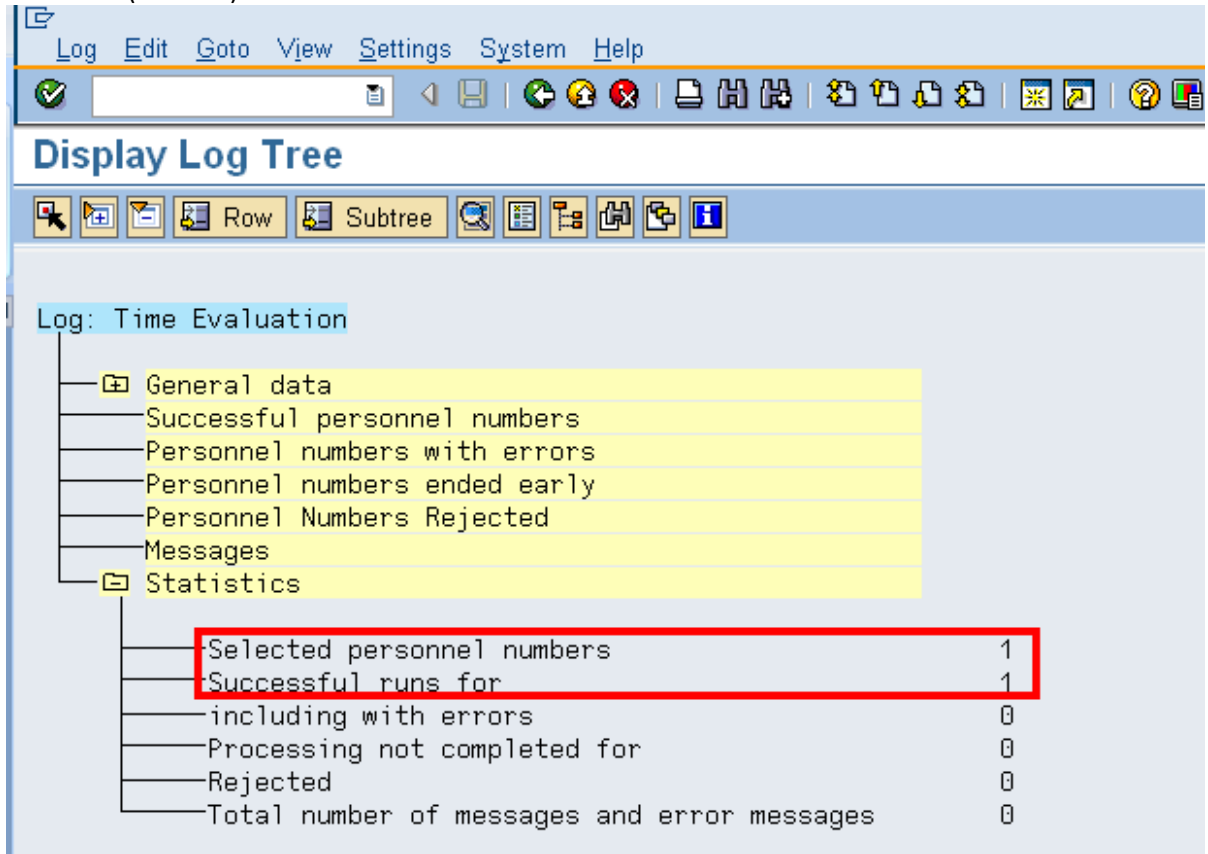
10. Click  (Save) to save.

 To establish the Shared Leave quota balance for the **recipient** run the **Time Evaluation (ZT60)**

11. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number.  Enter the <b>recipients</b> personnel number <b>Example:</b> 40000200

12. Click  (Execute) to run the **Time Evaluation**.



The screenshot shows a software interface titled "Display Log Tree". The main content area displays a tree structure for a "Log: Time Evaluation". The tree has two main branches: "General data" and "Statistics". The "Statistics" branch is expanded, showing a list of metrics and their corresponding values. The following table represents the data shown in the screenshot:

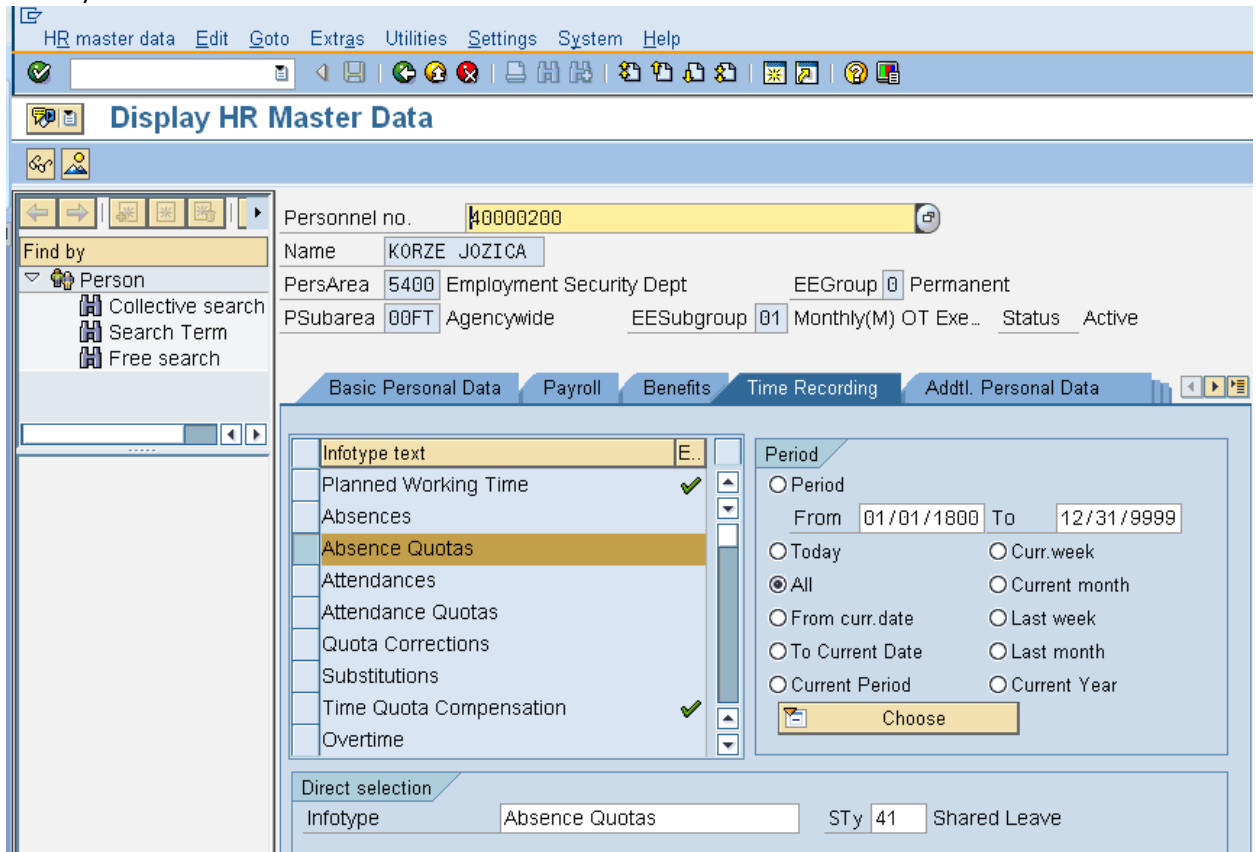
Metric	Value
Selected personnel numbers	1
Successful runs for	1
including with errors	0
Processing not completed for	0
Rejected	0
Total number of messages and error messages	0




To verify the **Recipients** Shared Leave quota balance, access their **Absence Quotas (2006)**



13. Enter **/NPA20** into the command field:




R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number.  Enter the <b>recipients</b> personnel number <b>Example:</b> 40000200

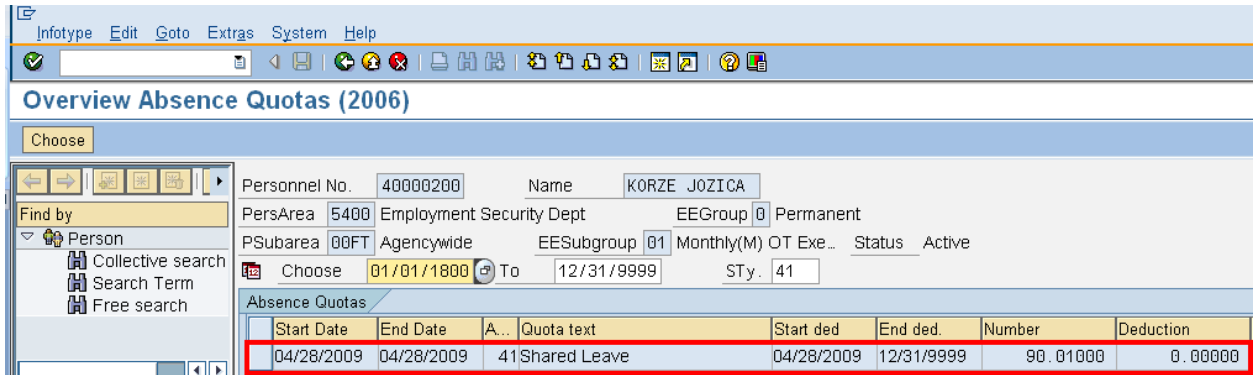
15. Click the **Time Recording** tab to select.

16. Select the blue box to the left of **Absence Quotas** to select.

17. Select the **All** radio button to view all records created.

18. Enter quota type **STy 41 Shared Leave** to narrow the search results.

19. Click  (overview) to display all records.



Our donor donated 75 hours of annual leave to our recipient, yet the recipient has a total of 90.0100 hours listed in the number column. This indicates that the donor base rate is greater than the recipients. HRMS converts hours based on each employees' base rate.

If the **Amount Related** box is left unchecked on the *Absence Donation Administration (0613)* the system will donate the actual hours entered rather than calculate the base rate of each employee.

20. You have completed this transaction.

**Results**

You have donated shared leave from one employee to another within the same agency.