Shared Leave - Uniform Srvs Pool - Create Eligibility

Transaction Code: PA30

Purpose	Use this procedure to establish Uniform Services Shared Leave Pool Eligibility for both a donor and recipient in HRMS.
Trigger	Perform this procedure when a donor or recipient has been approved to donate or withdraw from the Uniform Services Shared Leave Pool.
Prerequisites	• Both the Donor and Recipient must have the Home Pool (Shared Leave) created on Absence Pools (0696) for the effective dates of the Uniform Services Shared Leave Pool donation.
End User Roles	Payroll Processor, Time & Attendance Processor, Leave Corrections Processor

Change History	Change Description
9/25/07	Created
5/12/2010	Updated screen shots to match current system

Menu Path	Human Resources → Personnel Management → Administration → HR Master Data → Maintain
Transaction Code	PA30

Helpful Hints	The Payroll Processor/Supervisor, Time & Attendance Processor/Supervisor/Inquirer and Leave Corrections Processor may use the Attendance System Change Report to verify the employee's absence quotas. To access this report, use the transaction code **ZHR_RPTTM084**.

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

Procedure

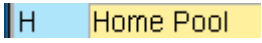1. Start the transaction using the above menu path or transaction code **PA30**.
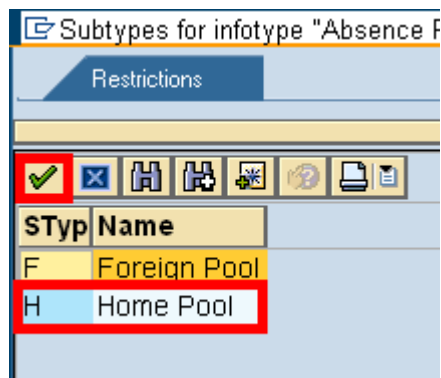

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. **Example**: 40000200
From	R	This is the date on which the record begins. **Example: 5/1/2010**

3. Click (Enter) to validate the information. Verify you have accessed the correct employee record.

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

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5.   Click the blue box to the left of **Absence Pools** to select

6.
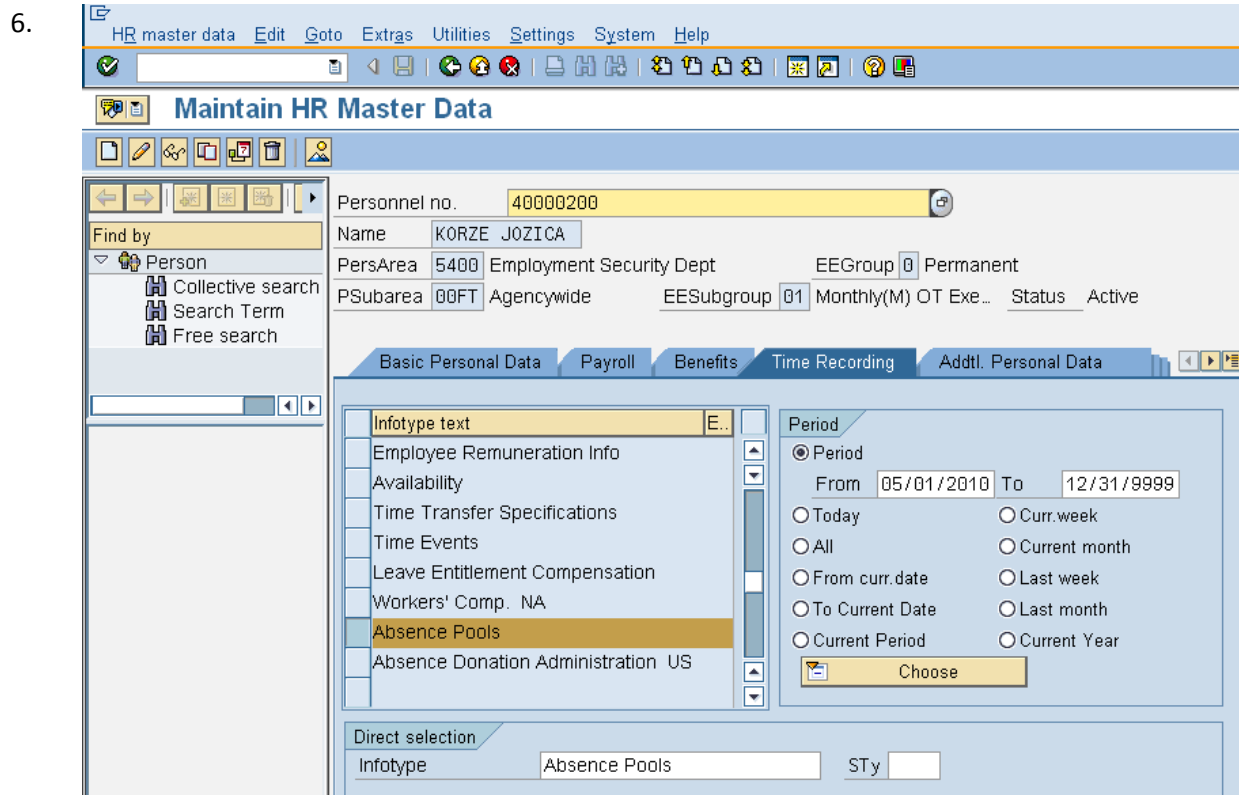
7.   Click ▯ (Create) to create a new record.

8.   Select **H   Home Pool** from *Subtypes for Infotype "Shared Leave Eligibility (WA)*

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9.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Absence Pool ID	R	For employees to be eligible to donate/receive shared leave, each should be assigned to a Pool ID. **Example:** Shared Leave- Common Pool

10.   Click (Enter) to validate the information.

11.   Click (Save) to save.

      The system displays the message, "Record created."

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⚠️ You must now make the employee eligible for the **Foreign Pool**

12. Click 🗋 (Create) to create a new record
13. Select F Foreign Pool from *Subtypes for Infotype "Shared Leave Eligibility (WA*

14.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Absence Pool ID	R	For employees to be eligible to donate/receive shared leave, each should be assigned to a Pool ID. In order for an employee to be eligible to donate and/or receive Shared Leave from the Uniformed Services Shared Leave Pool, the employee **must have** both the **Home Pool** and the **Foreign Pool ID** **Example:** 9001—Uniformed Service Shared Leave Pool

15. Click (Enter) to validate the information.

16. Click (Save) to save.

Results
You have created both the **Home Pool** as well as the **Uniformed Service Shared Leave Pool** eligibility for your employee.

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