HRMS

Shared Leave Pool- Donation or Withdrawal (PA30)

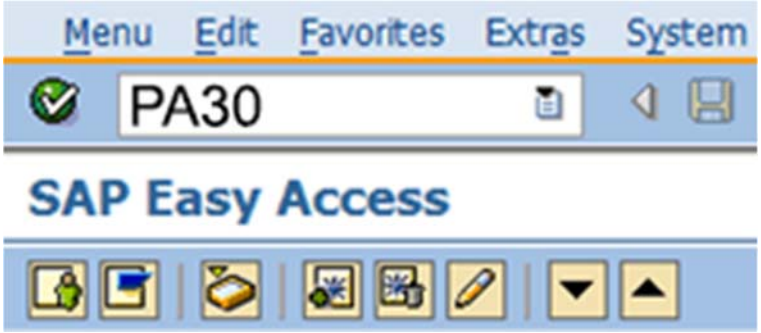
Use this procedure to maintain donations and withdrawals in HRMS for both a donor and a recipient in one of the shared leave pools (Sick Leave Pool, Uniformed Service Shared Leave Pool, Veterans' In-state Service Shared Leave Pool, or Foster Parents Shared Leave Pool).

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

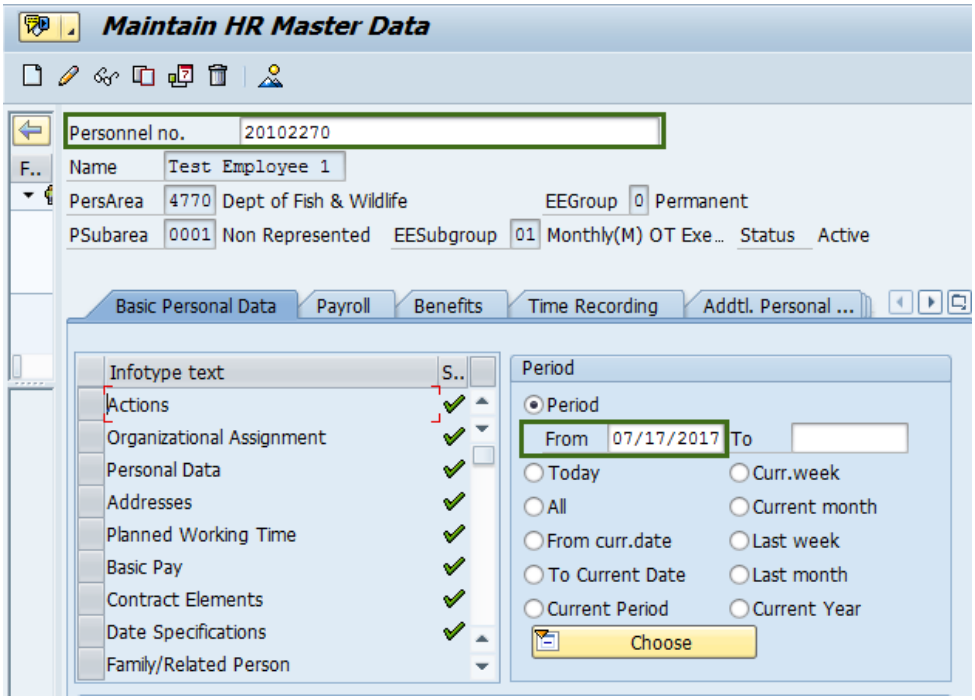
- For more information on shared leave pools, refer to the applicable rules and guidelines established by the pool's administrator (Washington Military Department for the Uniformed Service Shared Leave Pool, Department of Veterans Affairs for the Veterans' In-state Service Shared Leave Pool, and Department 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:

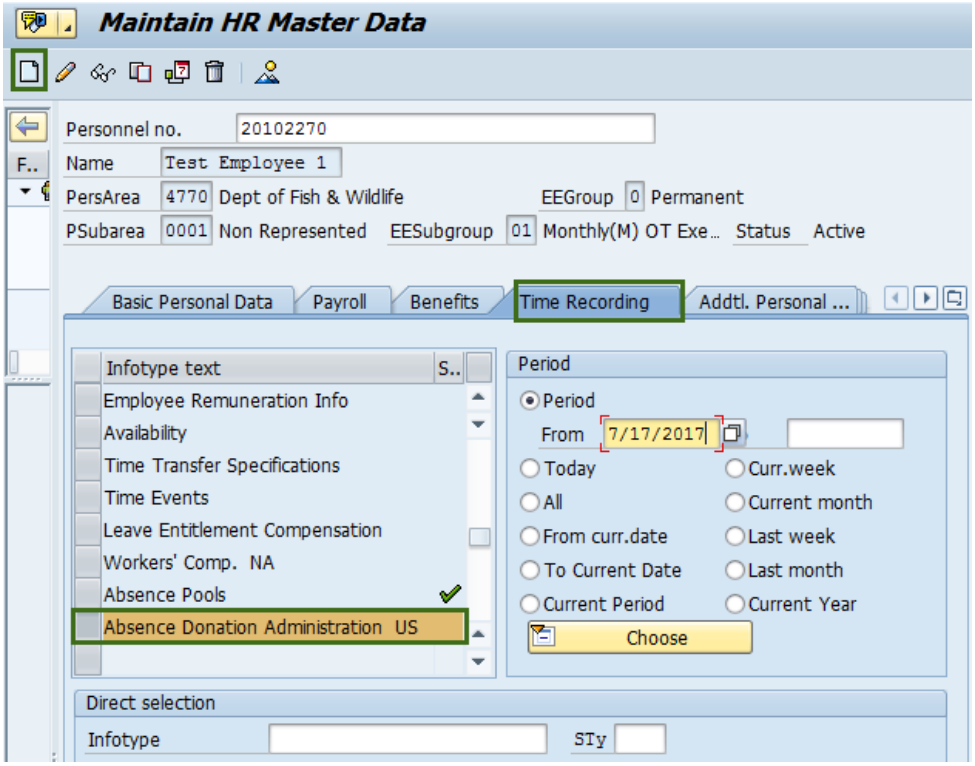
   - **Personnel no.**
   - **From**

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



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.



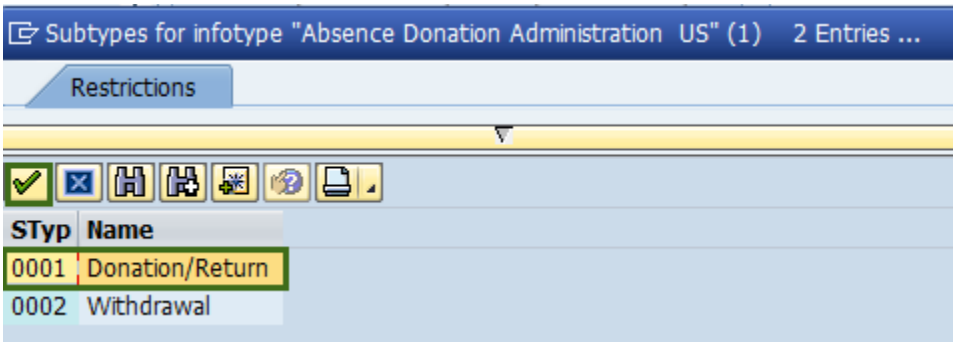
Tips

- 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.

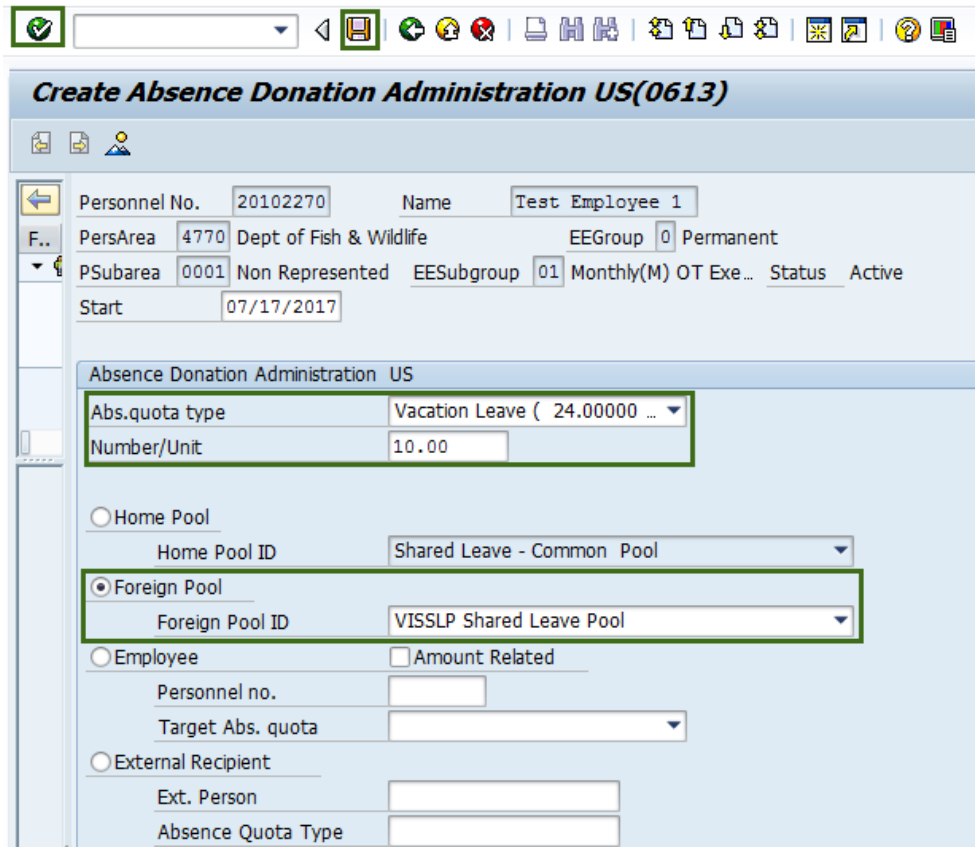


8. Complete the **Create Absence Donation Administration US (0613)** infotype.

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

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

10. Click the **Save** (💾) button.



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.)

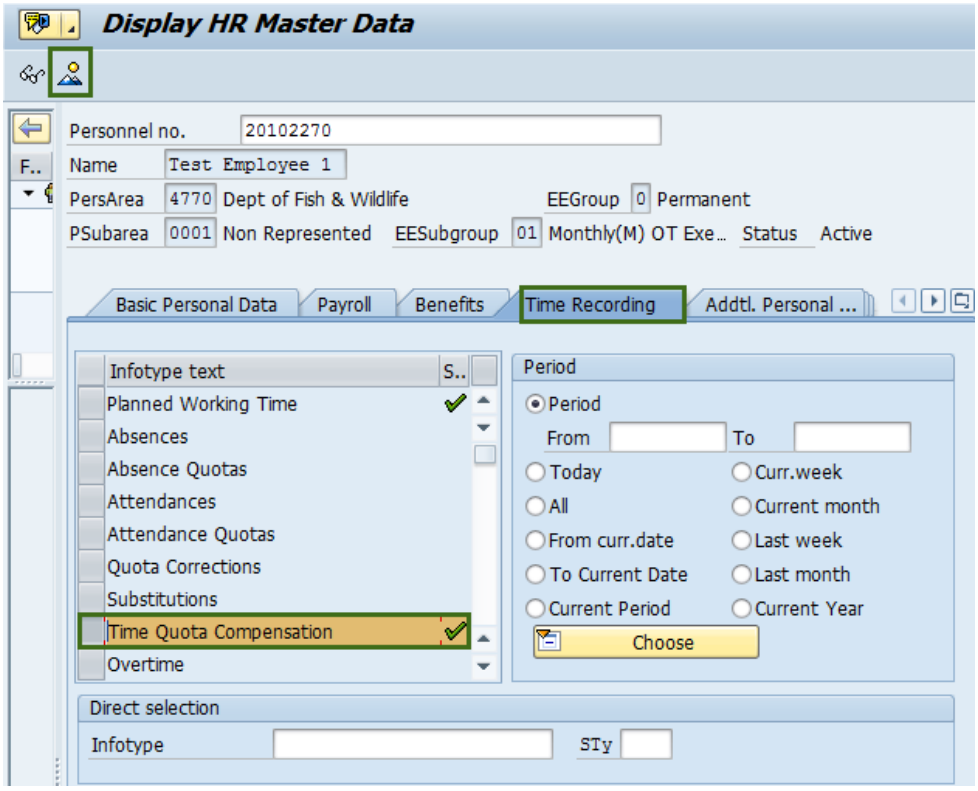
Tips

- 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.

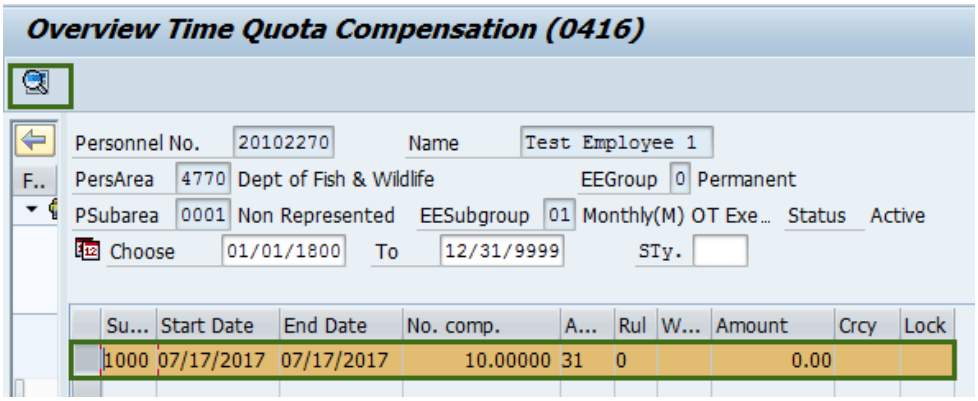
11. Enter **/nPA20** in the command field and click the **Enter** (✓) button or press **Enter** on the keyboard.

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.

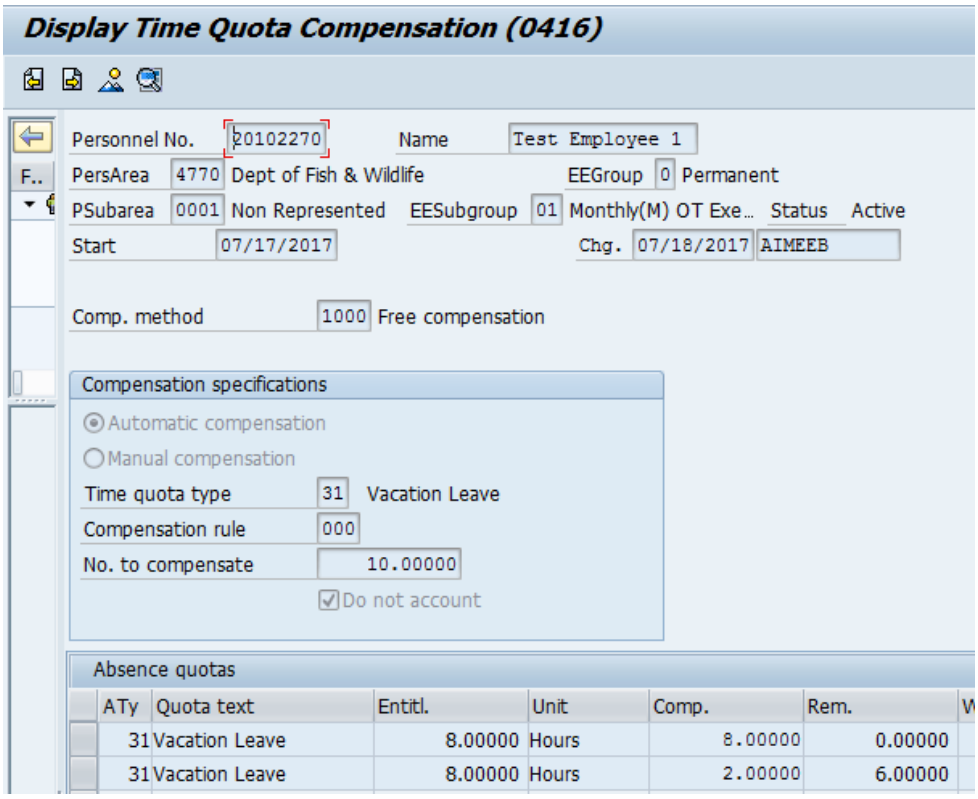
13. Click the **Overview** ( ) button.



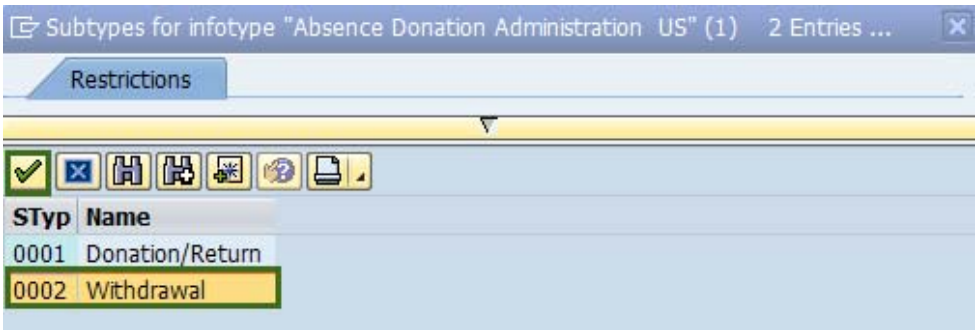
14. Select the appropriate subtype and click the **View** ( ) button.



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



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



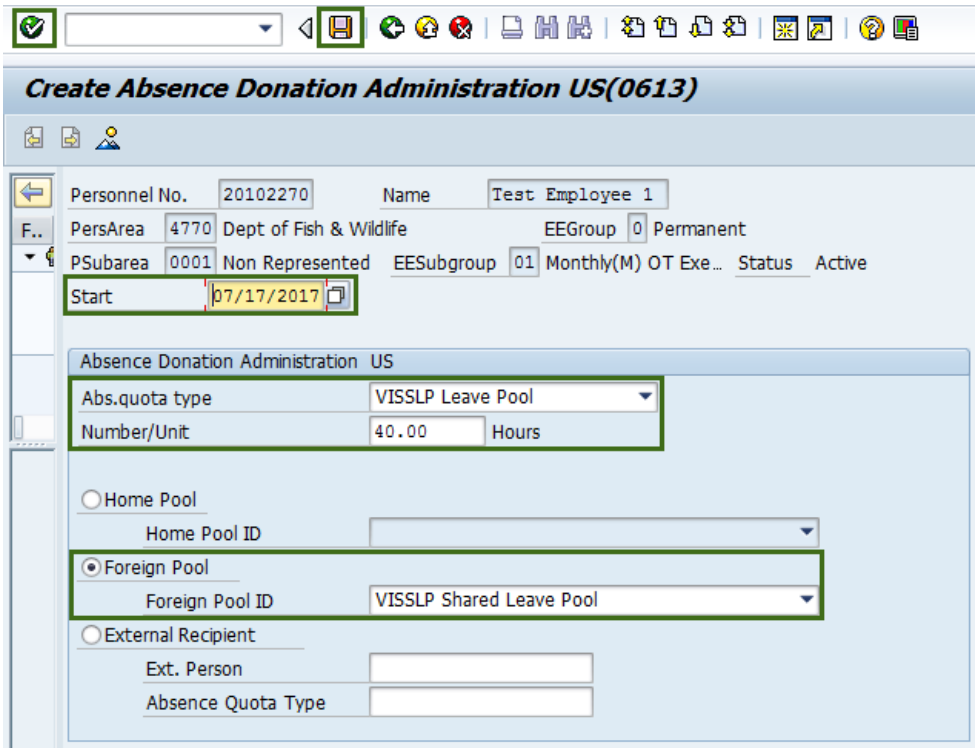
16. Click **Copy** (✓) to accept.

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.



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

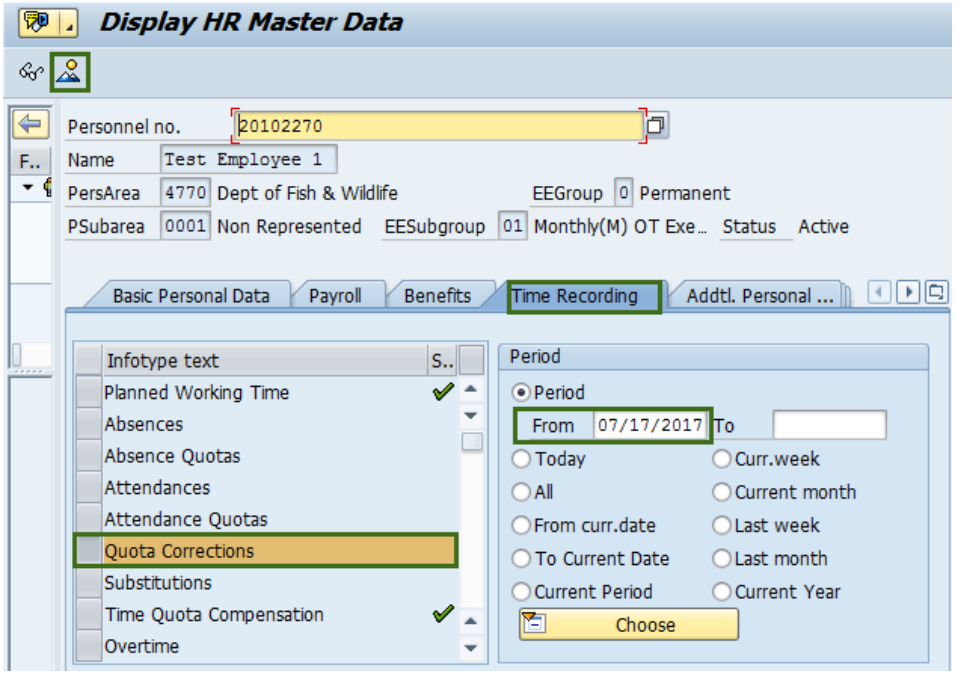
- When a **withdrawal** has been made from one of the shared leave pools, a record on the Quota Corrections (2013) infotype will be created for the **recipient**.
- Prior to veifying the quota coreection record was created, Time Evaluations will need to run to transfer the quota to the Absence Quotas (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.

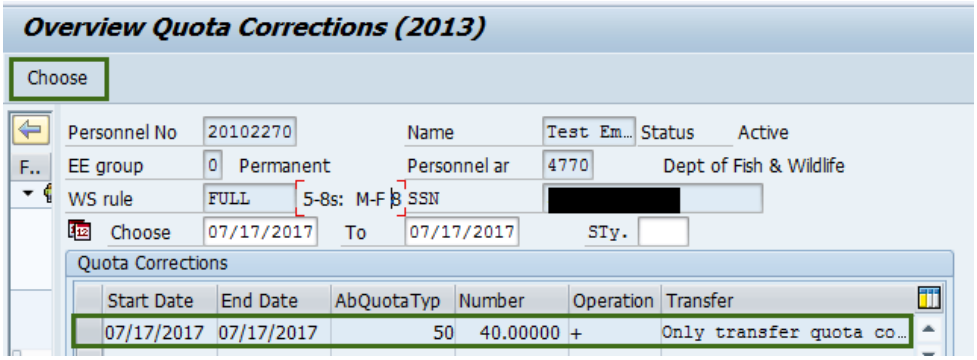
20. Enter **/nPA20** in the command field and click the **Enter** (✓) button or press **Enter** on the keyboard.

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.

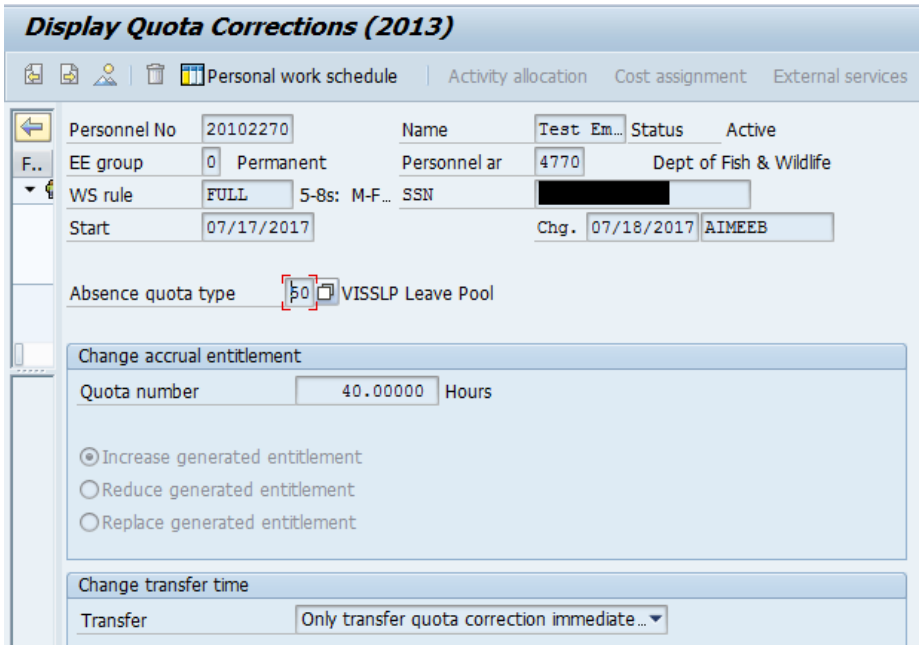
22. Click the **Overview** ( ) button.

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





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.