Shared Leave Create Eligibility

Transaction Code: PA30

PurposeUse this procedure to established Shared Leave Eligibility for both the Donor and
Recipient in HRMS.TriggerPerform this procedure when an employee has been approved to receive shared
leave.
The process must also be completed for the employee that is donating leave to the
recipient.PrerequisitesAbsence Quota balance exists for the donating employee.End User RolesPayroll Processor, Time and Attendance Processor, Leave Correction Processor,
Time and Attendance Processor.

Change History	Change Description
12/9/04	Created
8/23/06	Updates
7/23/10	Screen shots updated to match current system
Menu Path	Human Resources $ ightarrow$ Personnel Management $ ightarrow$ Administration $ ightarrow$ HR Master Data $ ightarrow$ Maintain

Transaction Code PA30



Helpful Hints:

• Payroll Processors and Leave Corrections Processors will use the **Attendance System Change Report** (ZHR_RPTTM084) 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		
Error	Example : 🔯 Make an entry in all required fields. Action : Fix the problem(s) and then click 🧭 (Enter) to validate and proceed.		
Warning ①	Example: ORECORD 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	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				
R/O/C	Description			
R	The employee's unique identifying number.			
F	R/O/C			

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

When an employee decides to donate Shared Leave or has been approved to received Shared Leave, the donor and the recipient both need to have their *Recurring Payments/Deductions (0014)* set up with the base rate wage type 1010 (Base rate for Shared Leave).



- 4. Click the Payroll tab to select.
 - 5. Select the blue box to the left of

Recurring Payments/Deductions to select.

6.Click 🗟 (Overview) to view the DONOR employee's *Recurring Payments/Deductions* (0014) to see if a Base Rate for Shared Leave Amount has been entered.

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	Personnel No.	40000132 Nan	ne COIN	IS CLAIRE					
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	1010	Base Rate for shared I	.05/03/2010	12/31/9999			36.45	USD	
	2646	WASH ST EMPL CR U.	06/01/2006	12/31/9999	A	1	00.00	USD	2
	2661	Charity	06/01/2006	12/31/9999	A		4.00	USD	
	4509	WFSE Member Dues	06/01/2006	12/31/9999	A		0.00	USD	

If wage type 1010 is created on the employee record, verify the start and end dates covers the Shared Leave donation period. You'll also want to verify that the employee's hourly rate is correct. HRMS does not update this wage type when employees receive pay increases.

To verify the employee's hourly rate, go to the Basic Pay (0008) infotype and click on the *Salary Amount* button.

If updates are needed to the wage type 1010, click \square (Copy) to update the record. Then save your entries.



6.1 If a base rate amount has not been entered, click (Create) to create the record and assign the base rate wage type.

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List Recurring Pay	/ments/Deductions (0014)				
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Find by	PersArea 5400 Employment Securi	ty Dept EEGroup (9 Permar	ient	
🗢 🎲 Person	PSubarea 00FT Agencywide	EESubgroup 05 H-OT Elig>	40hrs/wk	Status Active	
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🛱 Search Term					
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	2661 Charity	06/01/2006 12/31/9999	A	4.00 U	SD 🖃
	4509 WFSE Member Due	s 06/01/2006 12/31/9999	A	0.00 U	SD

6.2 Fields to complete:

R=Required Entry O=Optional Entry C=Conditional Entry				
Field Name	R/O/C	Description		
Start	R	This is the date on which a record begins.		
		Example: 5/3/2010		
Wage Type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. Click in the <i>Wage type</i> field, and click on the (matchcode) to open the selection list.		



		🖙 Wage Types for Infotype "Recurring	Payments/Deductions" (1) 24		
		Restrictions			
			√		
		WT Wage Type Long Text Start Date End Date			
		1010 Base Rate for shared leav	01/01/1900 12/31/9999		
		1126 Noncash Health Adj	01/01/1900 12/31/9999		
		1127 Noncash Gross Perm	01/01/1900 12/31/9999		
		1137 Uniform Fit	01/01/2002 12/31/9999		
		1138 Uniform Maintain \$13	01/01/1900 12/31/9999		
		1140 Navigation Equip Allowana	01/01/1900 12/31/9999		
		1141 WMS Lumpsum recognition	01/01/1900 12/31/9999		
		Example: 1010 Base Rate for Sha	ared Leave		
Amount	R	It is the total dollar value of a wag	ie type.		
		To verify the employee's (0008) infotype and click Enter the employee's ho	hourly rate, go to the Basic F on the <i>Salary Amount</i> button urly rate of pay.		
		Example: 36.45			

6.3 Click 🥙 (Enter) to validate the information.

6.4 Click (Save) to save.

6.5 Repeat steps 2 through 6 for the **RECIPIENT** of the shared leave as necessary.



The next step is to make both the Recipient and the Donor eligible to receive/donate Shared Leave in HRMS.



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🕫 Maintain HR Master Data	
Find by Personnel no. 40000132 Name COINS Person Collective search Search Term Free search Basic Personal Data Payroll Benefits Infotype text E. Infotype text E. Employee Remuneration Info Availability Time Transfer Specifications Time Events Leave Entitlement Compensation Workers' Comp. NA Absence Donation Administration US Direct selection	EEGroup D Permanent 05 H-OT Elig>40hrs/Wk Status Active ime Recording Addtl. Personal Data Period Period Period From 5/3/2010 O Today O Today O Current Mate O Last week O To Current Date O Last month O Current Period O Current Year Choose STy

- 7.Click the Time Recording tab.
- 8. Complete the following field

I	R=Require	ed Entry O=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
Period	R	Enter the effective date of the Shared Leave eligibility into the From Date field. By entering the effective date here, it will be carried over to the Absence Pools (0613) Infotype
		Example: 12/9/2009

9.Scroll down the list of Infotypes , click the box to the left of Absence Pools

10. C

Click (Create)



🖙 Subtypes for infotype "Absenc					
	Restrictions				
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STyp	Name				
F	Foreign Pool				
Н	Home Pool				

- 11. Select H Home Pool
- 12. Complete the following field:

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 the SOW scenario, it will be Home Pool ID.			
		039 Shared Leave - Common Pool			
		Example: Shared Leave-Common Pool			

- 13. Click (Enter) to validate the information.
- 14. Click (Save) to save.
- 15. Repeat steps 7 through 14 for the RECIPIENT of the shared leave as necessary.

Results

You have made both the Donor and Recipient eligible to donate and receive shared leave.

