Shared Leave - Uniform Srvs Pool - Create Eligibility

Transaction Code: PA30

- PurposeUse this procedure to establish Uniform Services Shared Leave Pool Eligibility for<br/>both a donor and recipient in HRMS.
- TriggerPerform this procedure when a donor or recipient has been approved to donate or<br/>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 PathHuman Resources  $\rightarrow$  Personnel Management  $\rightarrow$  Administration  $\rightarrow$  HR Master Data $\rightarrow$  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 <b>ZHR_RPTTM084</b> .



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>Example</b> : Make an entry in all required fields. <b>Action</b> : Fix the problem(s) and then click <i>(Enter)</i> to validate and proceed.
Warning	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**.

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	Direct selection	
	Infotype	STy

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.



- 5. Click the blue box to the left of Absence Pools to select
- 6. . H<u>R</u> master data <u>E</u>dit <u>G</u>oto Extr<u>a</u>s Utilities <u>S</u>ettings S<u>y</u>stem <u>H</u>elp Ø 👔 🕢 😓 🔇 🚱 😓 🛗 🖓 🗳 🎝 🎝 🏦 💌 🖉 🔮 🕫 🗈 🛛 Maintain HR Master Data 🗋 🥖 🞸 🖸 💀 🔂 40000200 B Personnel no. Name KORZE JOZICA Find by 🗢 🎲 Person EEGroup 0 Permanent PersArea 5400 Employment Security Dept 聞 Collective search PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active 聞 Search Term 🛗 Free search Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data < F 🔚 •• Infotype text E.. Period / ٠ Employee Remuneration Info Period -Availability 12/31/9999 From 05/01/2010 To Time Transfer Specifications ○ Today O Curr.week Time Events OAII O Current month Leave Entitlement Compensation O From curr.date O Last week Workers' Comp. NA O To Current Date O Last month Absence Pools O Current Period OCurrent Year Absence Donation Administration US 2 Choose -Direct selection / Infotype Absence Pools STy
  - 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					

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- 10. Click 🧟 (Enter) to validate the information.
- 11.

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Click 🖳 (Save) to save.

The system displays the message, "Record created."



You must now make the employee eligible for the Foreign Pool

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12. Click (Create) to create a new record

13. Select F Foreign Pool from Subtypes for Infotype "Shared Leave Eligibility (WA





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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 <b>must have</b> both the <b>Home Pool</b> and the <b>Foreign Pool ID</b>						
		Example: 9001—Uniformed Service Shared Leave Pool						



# Create Absence Pools (0696)

	Personnel No 40000200		Name		KORZE JOZICA				
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15. Click 🤷 (Ente	er) to validate t	he inform:	ation.						

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.



