

Shared Leave - Uniform Srvs Pool - Donation or Withdrawal

Transaction Code:
PA30

Purpose Use this procedure to maintain Uniform Services Shared Leave Pool donations and withdrawals for both a Donor and Recipient in HRMS.

Trigger Perform this procedure when an eligible employee is donating or withdrawing to/from the Uniform Services Shared Leave Pool.

Prerequisites

- Both the Donor and Recipient must have the Home Pool and Foreign Pool created on the *Absence Pools* (0696).

End User Roles Payroll Processor, Time & Attendance Processor, Leave Corrections Processor

The following roles can view or maintain these infotypes:
Absence Pools (0696) – Payroll Processor, Time & Attendance Processor, Leave Corrections Processor
Absence Donation Administration US (0613) – Payroll Processor, Leave Corrections Processor
Time Quota Compensation (0416) – Personnel Administration Processor/Supervisor, Payroll Processor/Analyst/Supervisor/Inquirer, Time & Attendance Processor/Supervisor, Leave Corrections Processor
Quota Corrections (2013) – Personnel Administration Processor/Supervisor/Inquirer, Payroll Processor/Analyst/Supervisor/Inquirer, Time & Attendance Processor/Supervisor/Inquirer, Leave Corrections Processor










Change History	Change Description
9/25/07	Created
5/13/2010	Updated screen shots to match current system

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

Transaction Code PA30

<p>Helpful Hints</p>	<ul style="list-style-type: none"> • This is effective October 1, 2007. For more information, agencies are advised to review the guidelines established by the Washington Military Department http://mil.wa.gov/usslp.shtml. • 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
<p>Error</p> 	<p>Example:  Make an entry in all required fields.</p> <p>Action: Fix the problem(s) and then click  (Enter) to validate and proceed.</p>
<p>Warning</p> 	<p>Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.</p> <p>Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.</p>
<p>Confirmation</p>  or 	<p>Example:  Save your entries.</p> <p>Action: Perform the required action to proceed.</p>

Procedure

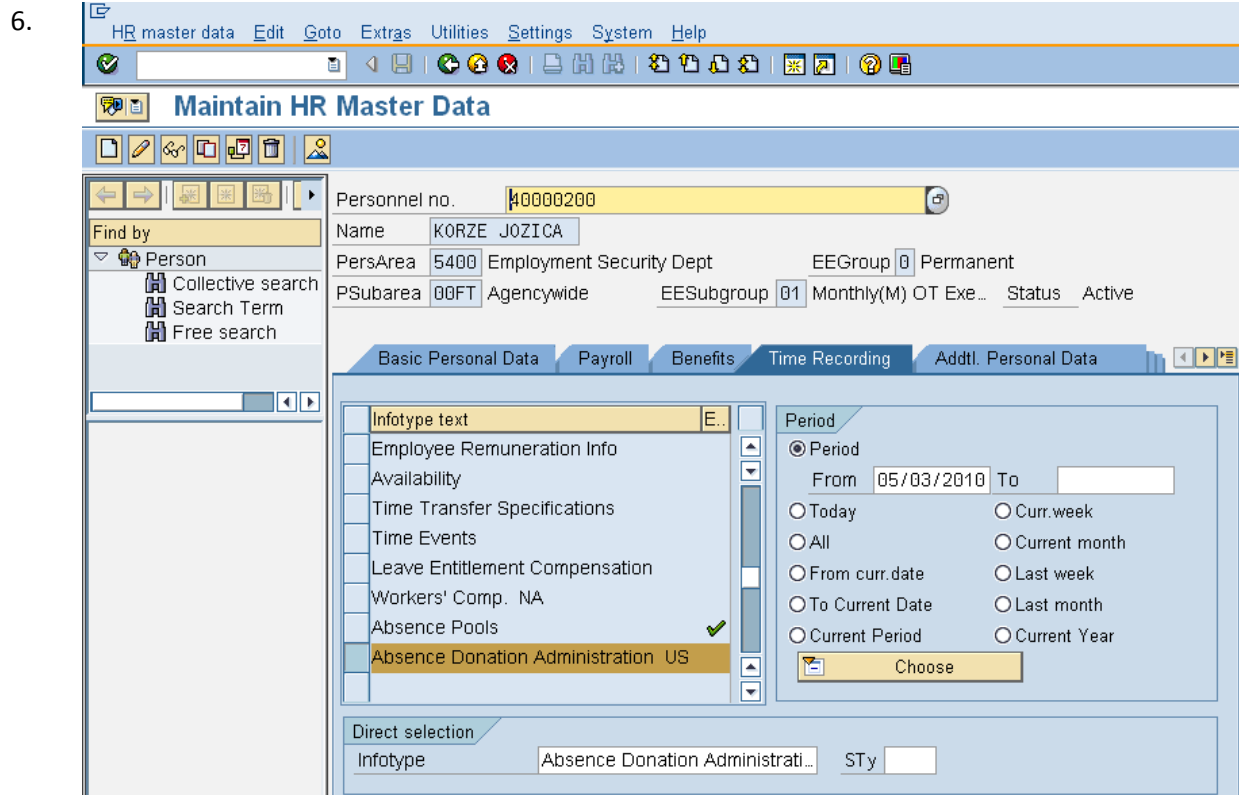
1. Start the transaction using the above menu path or transaction code **PA30**.


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
Period	R	Enter the date of the donation/withdrawal Example: 5/3/2010

3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Click the **Time Recording** tab to select.

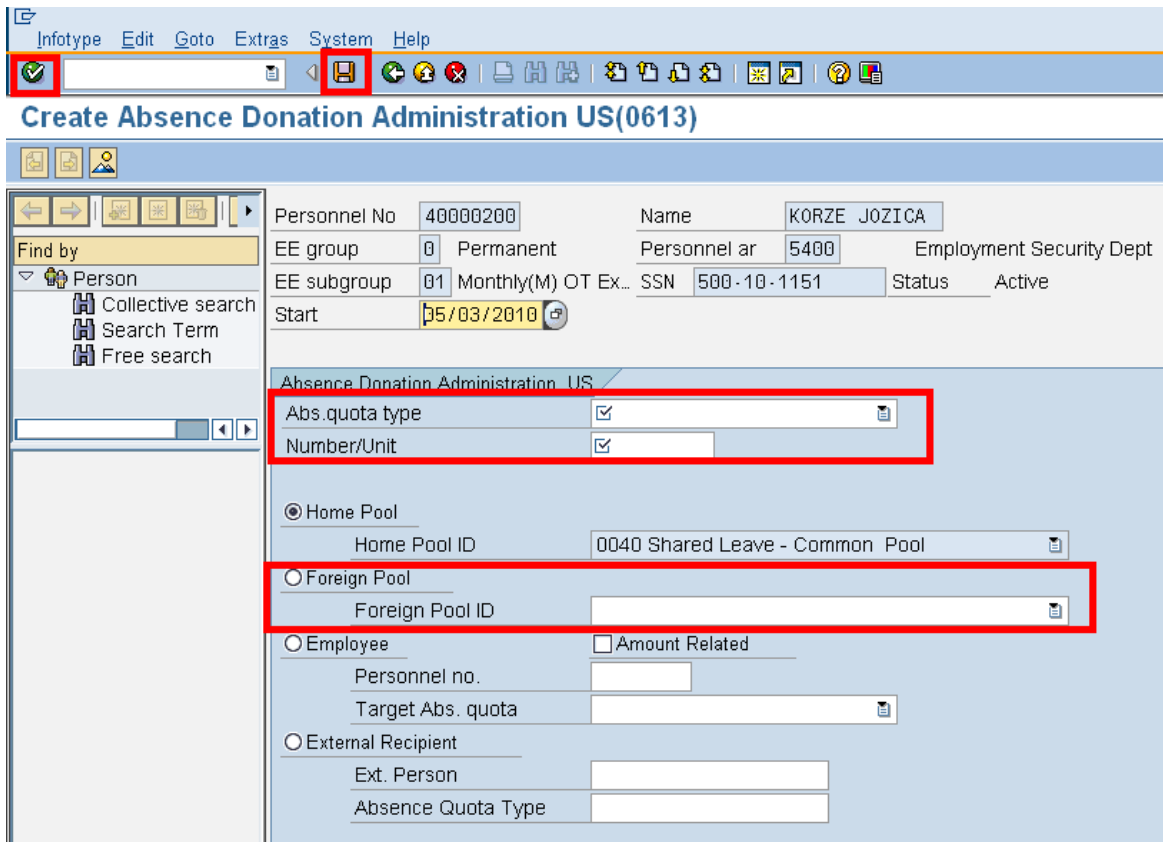
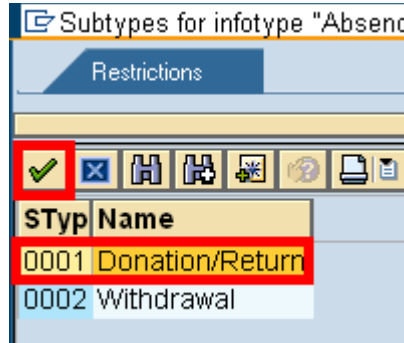
- Click the blue box to the left of **Absence Donation Administration US** to select



- Click  (Create) to create a new record.


If	Go To
An employee is donating to the Uniform Services Shared Leave Pool	8
An employee is receiving leave from the Uniform Services Shared Leave Pool	13


- Select **0001 Donation/Return** from *Subtypes for Infotype "Shared Leave Eligibility (WA)*




9. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Abs. quota Type	R	The specific absence quota that is being donated. Example: Annual Leave

Number/Unit	R	The total hours that are being donated. Example: 100
Foreign Pool ID	R	For employees to be eligible to donate or receive Uniform Services Shared leave, each should be assigned to a Foreign Pool ID.  This should be selected before clicking the Foreign Pool radio button. Uniform Services Shared Leave Pool would be the appropriate option. Example: 9001 Uniform Services Shared Leave Pool

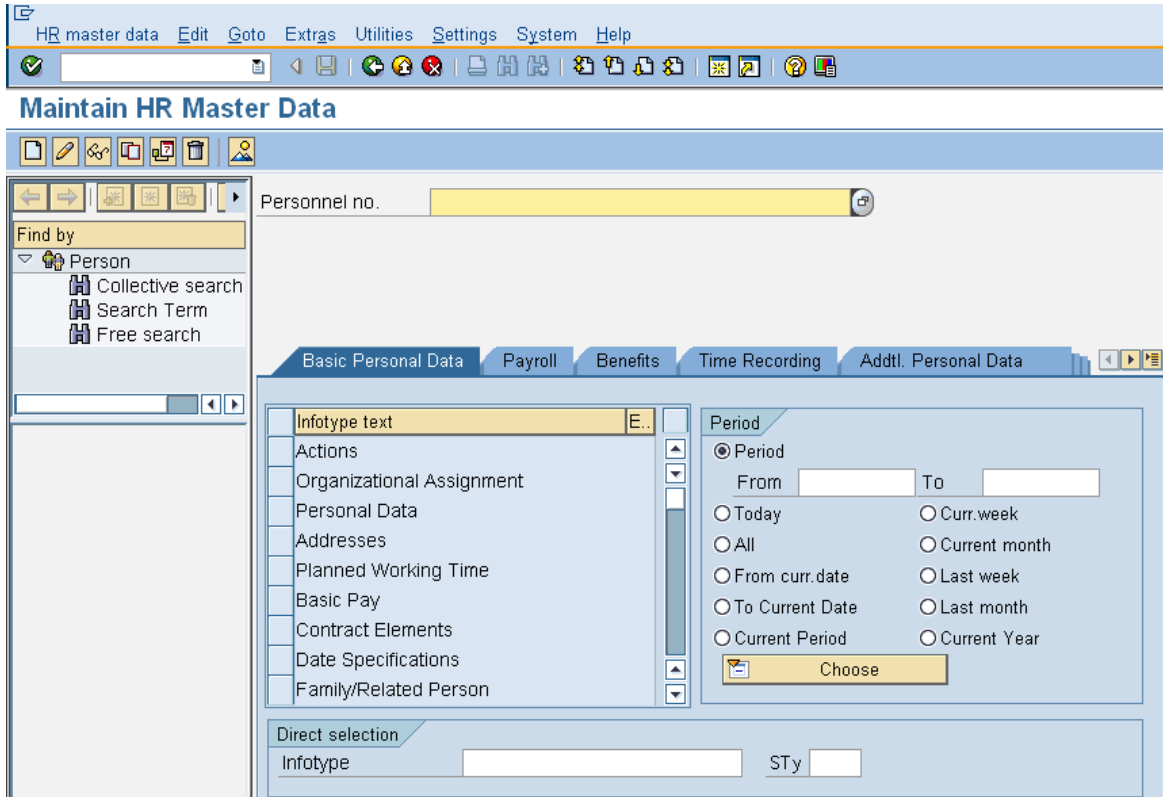
10. Click  (Enter) to validate the information.

11. Click  (Save) to save.

 You have completed the transaction to donate to the Uniform Services Shared Leave Pool.




For the employee to receive leave from the Uniform Services Shared Leave Pool, perform the following steps:

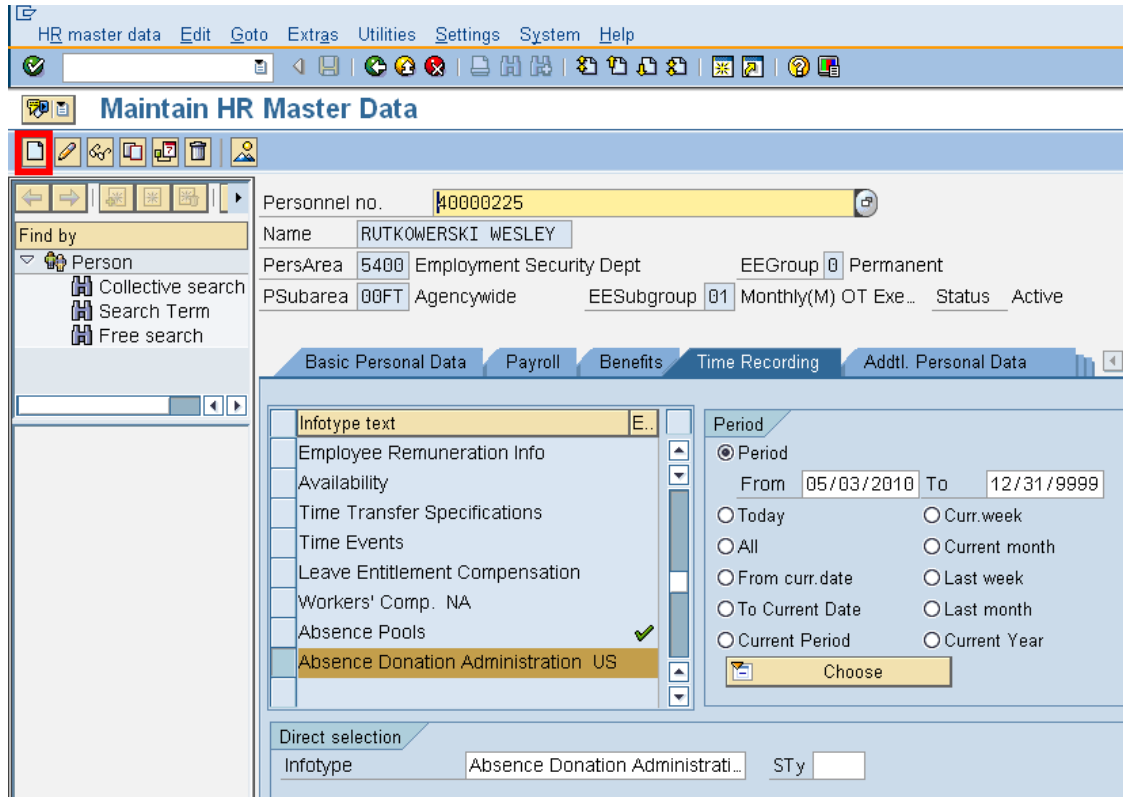




12. Complete the following fields:

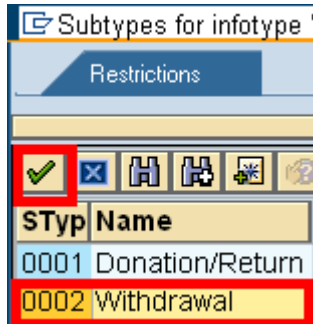
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. Example: 40000225
Period	R	Enter the date of the donation/withdrawal Example: 5/3/2010

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




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



15. Click  (Create) to create a new record
16. Select  from **Subtypes for Infotype "Absence Donation Administration US"**



17.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	The date of the withdrawal. Example: 5/3/2010
Abs.quota type	R	It is a specific absence quota, such as Annual Leave or Sick Leave.  Always select Uniformed Serv Lv Pool when completing a withdrawal. Example: 47 Uniformed Serv Lv Pool
Number/unit	R	This is a combination of fields that defines the number to be compensated and the time unit, such as hours, days, weeks, etc.  Enter the amount of hours to be withdrawn. Example: 85.0 (hours)
Foreign Pool ID	R	For employees to be eligible to donate or receive Uniform Services Shared Leave, each should be assigned to a Foreign Pool ID.  This should be selected before clicking the Foreign Pool radio button. Uniform Service Shared Leave Pool would be the appropriate option. Example: 9001 Uniformed Service Shared Leave Pool.

Infotype Edit Goto Extras System Help

Create Absence Donation Administration US(0613)

Personnel No 40000225 Name RUTKOWERSKI WESLEY
 EE group 0 Permanent Personnel ar 5400 Employment Security Dept
 EE subgroup 01 Monthly(M) OT Ex... SSN 500-10-1176 Status Active
 Start 05/03/2010

Absence Donation Administration US
 Abs.quota type 47 Uniformed Serv Lv Pool
 Number/Unit 85.00 Hours

Home Pool
 Home Pool ID
 Foreign Pool
 Foreign Pool ID 9001 Uniformed Service Shared Leave Pool

18. Click (Enter) to validate the information.
19. Click (Save) to save.
20. The system displays the message, "Record created."


When a **donation** has been made to the Uniform Services Shared Leave Pool, a record will be created on *Time Quota Compensation (0416)* for the **donor** indicating the leave being deducted from their quota balance.

Infotype Edit Goto Extras System Help

Overview Time Quota Compensation (0416)

Personnel No. 40000200 Name KORZE JOZICA
 PersArea 5400 Employment Security Dept EEGroup 0 Permanent
 PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Ex... Status Active
 Choose 01/01/1800 To 12/31/9999 STy.

Su...	Start Date	End Date	No. comp.	AQ...	Rul	WageAmount	Crcy	Lock
1000	05/03/2010	05/03/2010	100.00000	31	0	0.00		
9005	02/01/2007	02/01/2007	45.50000	30	0	0.00		
9999	06/16/2006	06/16/2006	40.50000	90	0	0.00		

To view the record click  (Choose)

Infotype Edit Goto Extras System Help

Display Time Quota Compensation (0416)

Personnel No.: 40000200 Name KORZE JOZICA

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Start 05/03/2010 Chg. 05/13/2010 KELLYW

Comp. method 1000 Free compensation

Compensation specifications

Automatic compensation

Manual compensation

Time quota type 31 Annual Leave/Vacation

Compensation rule 000

No. to compensate 100.00000

Do not account

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.
31	Annual Leave/Vacation	240.00000	Hours	100.00000	80.90015

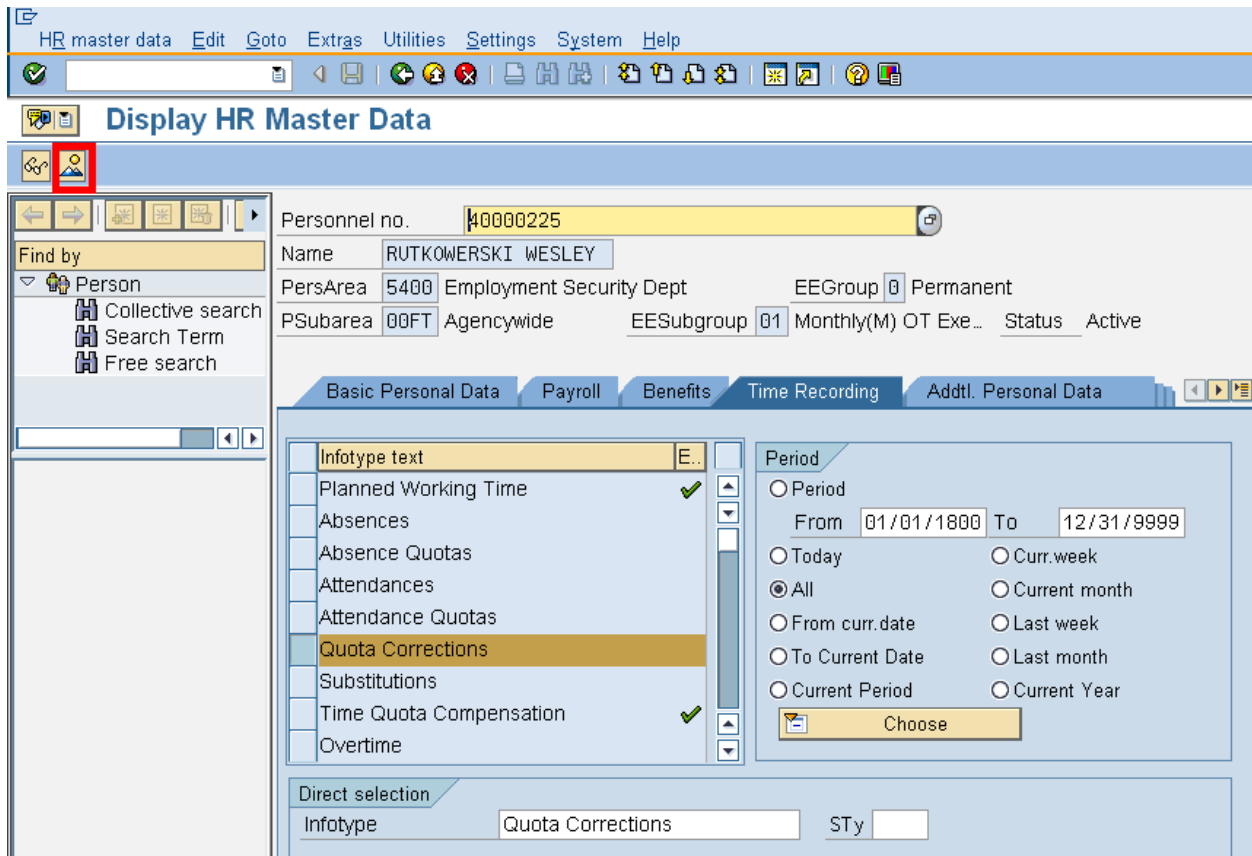


Any time the *Create Shared Leave Donation/Return (0613)* infotype has been created incorrectly, contact the Department of Personnel Service Center for assistance @ 360-664-6400

When a withdrawal has been made from the Uniformed Services Shared Leave Pool, a *Quota Corrections (2013)* will be created for the **recipient**.

Users should verify that this record has been created. In order for the quota correction to be created, *Time Evaluation (ZT60)* must be performed for the recipient to create the quota from the just created quota correction that was created by the withdrawal action. After performing **ZT60**, user should verify that the quota has been created, by viewing *Quota Corrections (2013)* or running the *Attendance System Change report (ZHR_RPTPTM084)*.

To verify the withdrawal, use the transaction code **PA20**



Overview Quota Corrections (2013)

Choose

Personnel No: 40000225 Name: RUTKOWE... Status: Active
EE group: 0 Permanent Personnel ar: 5400 Employment Security Dept
WS rule: R015 4-10s: M-... SSN: 500-10-1176
Choose: 01/01/1800 To: 12/31/9999 STy:

Start Date	End Date	AbQu...	Number	Operation	Transfer
06/16/2006	06/16/2006	30	70.50000	+	X Transfer collected e...
06/16/2006	06/16/2006	31	166.70000	+	X Transfer collected e...
06/16/2006	06/16/2006	42	1.00000	+	X Transfer collected e...
05/03/2010	05/03/2010	47	85.00000	+	Y Only transfer quota ...

Results

You have donated annual leave to the Uniform Services Shared Leave Pool or an employee has received leave from the Uniform Services Shared Leave Pool.