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

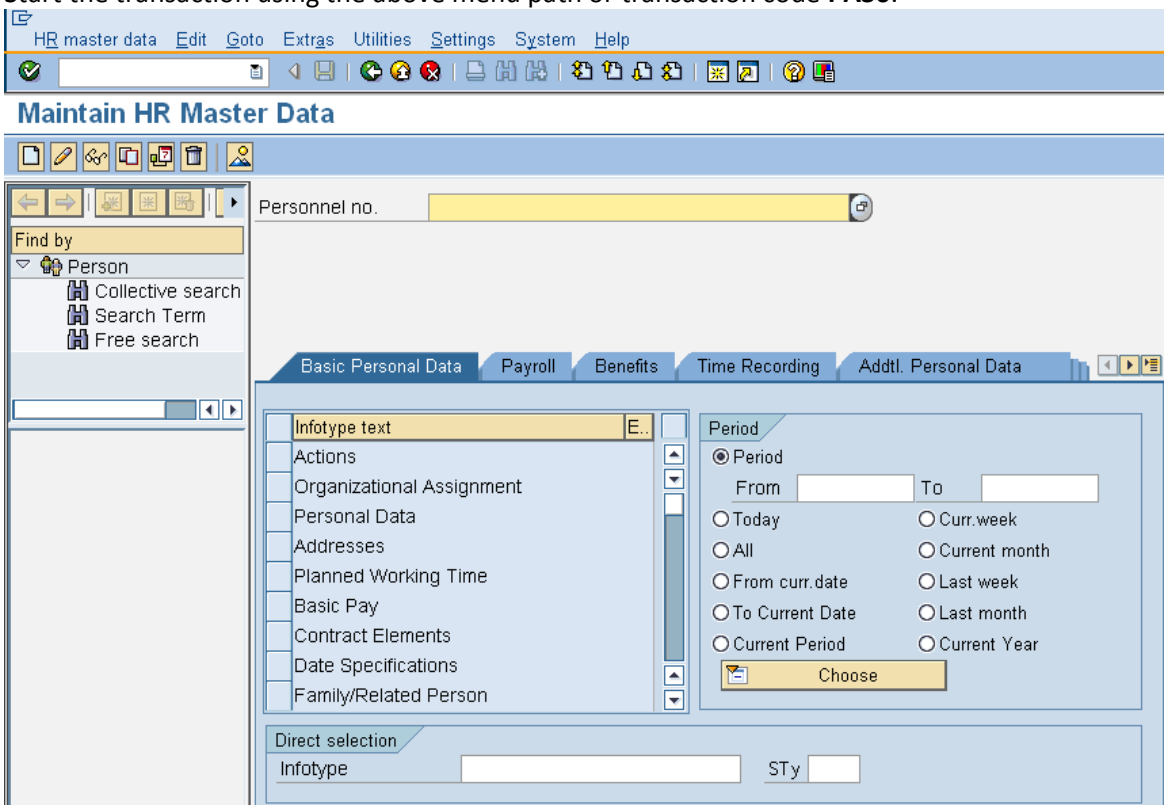
Helpful Hints	• This is effective October 1, 2007. For more information, agencies are advised to review the guidelines established by the Washington Military Department http://mil.wa.gov/usslp.shtml. • The Payroll Processor/Supervisor, Time & Attendance Processor/Supervisor/Inquirer and Leave Corrections 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**.

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:

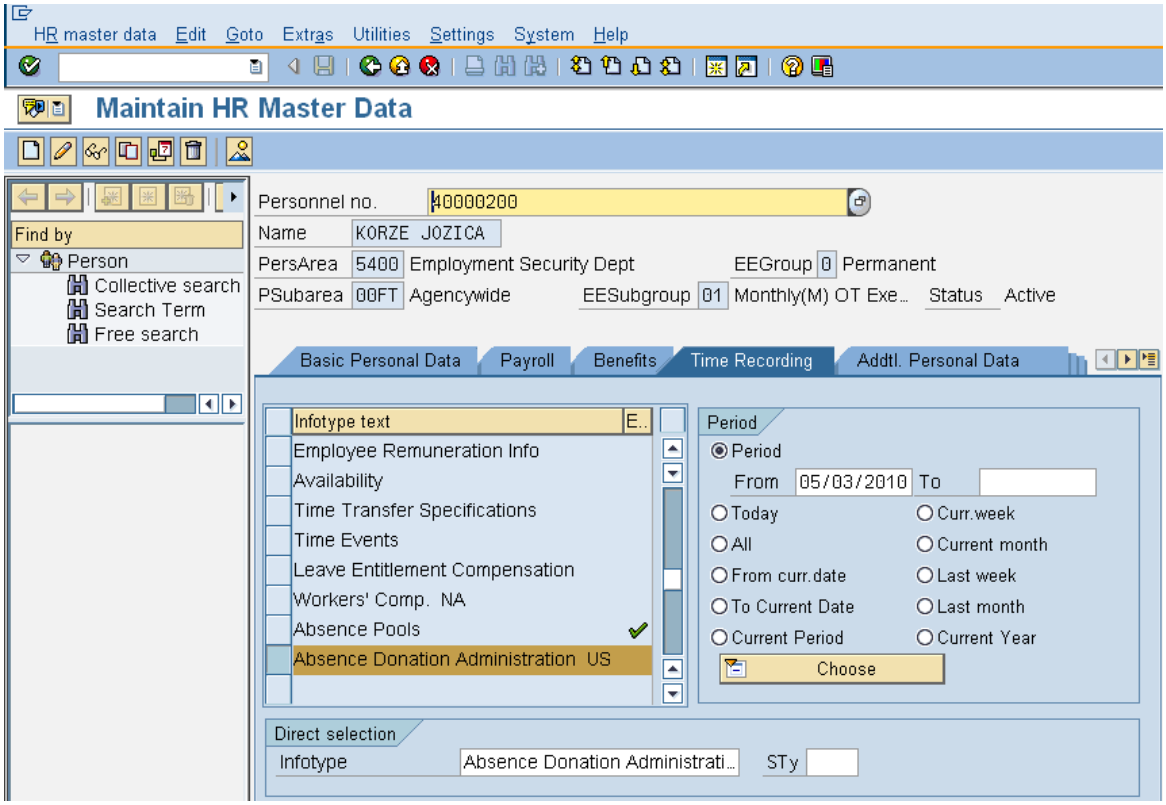
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. **Example**: 40000200
Period	R	Enter the date of the donation/withdrawal **Example: 5/3/2010**

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

4. Click the tab to select.

5. Click the blue box to the left of

to select

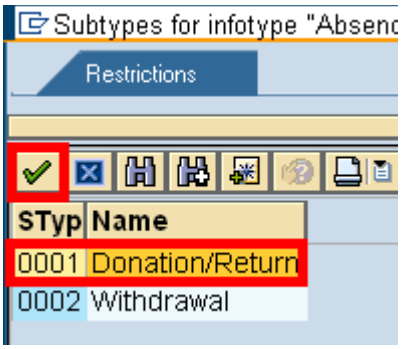
6. 

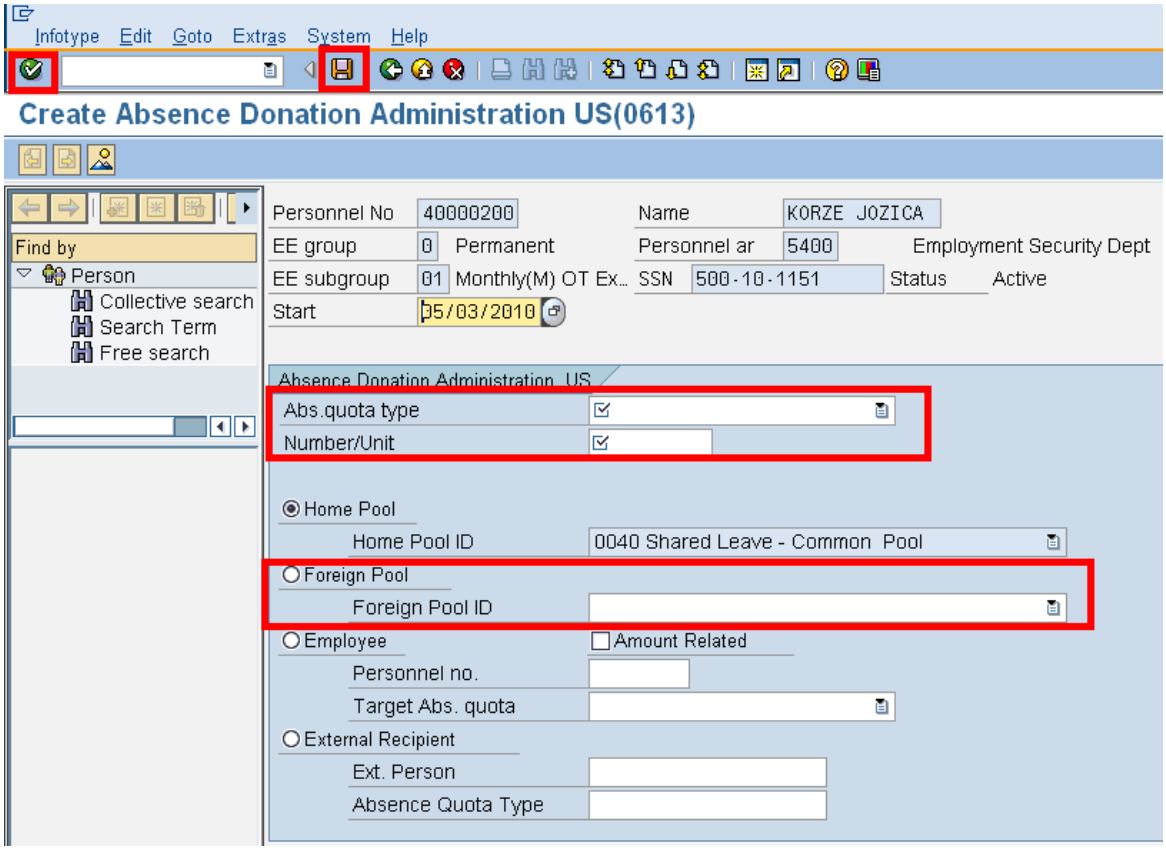
7. Click (Create) to create a new record.

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

8. Select

from ***Subtypes for Infotype "Shared Leave Eligibility (WA)***

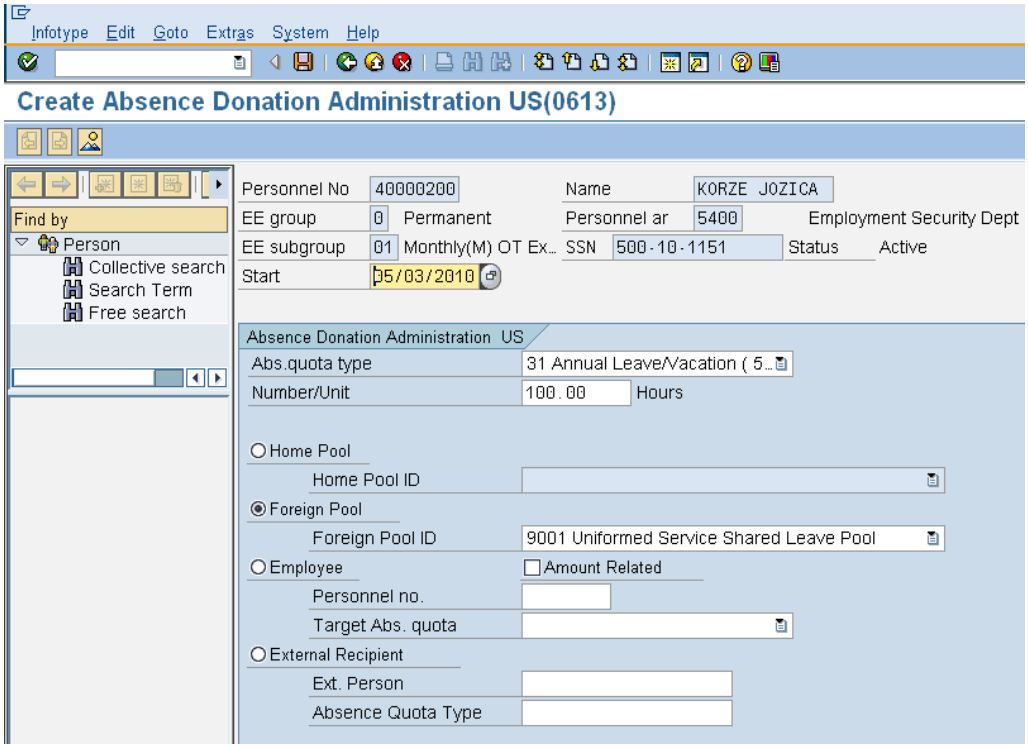




9. Complete the following fields:

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



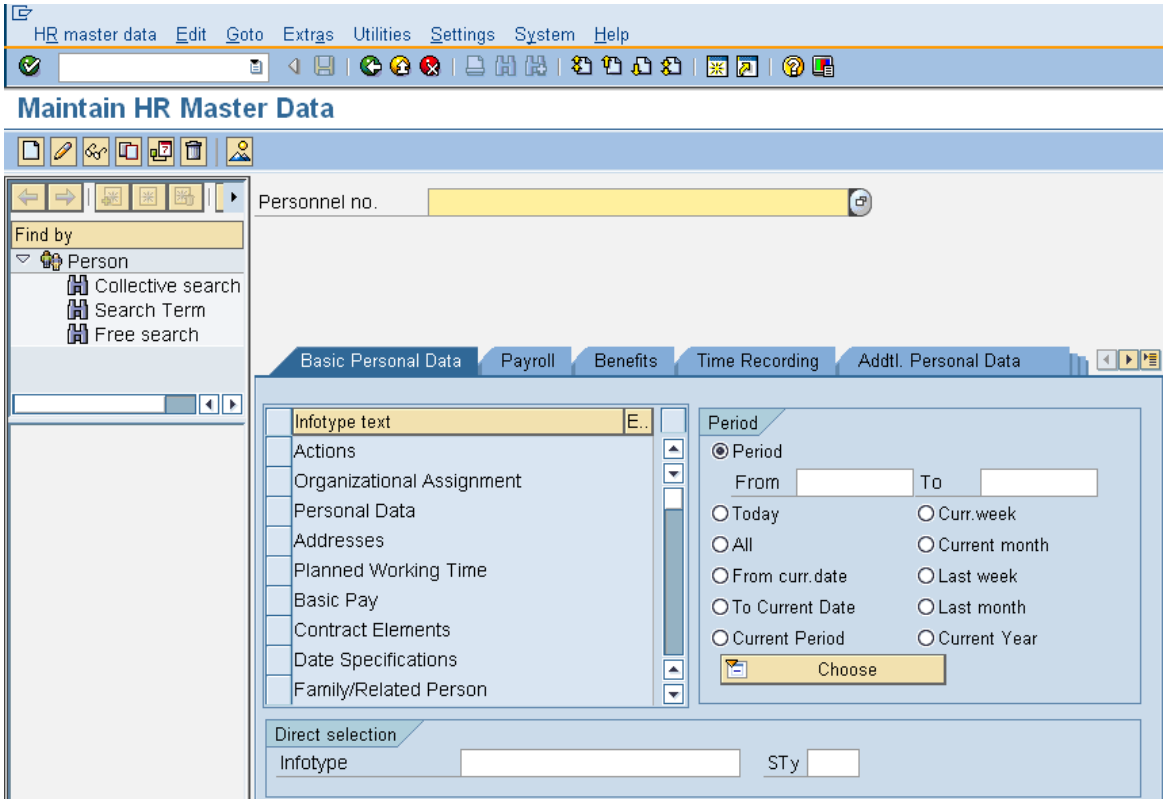
10. Click (Enter) to validate the information.

11. Click (Save) to save.

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

WSD Personnel

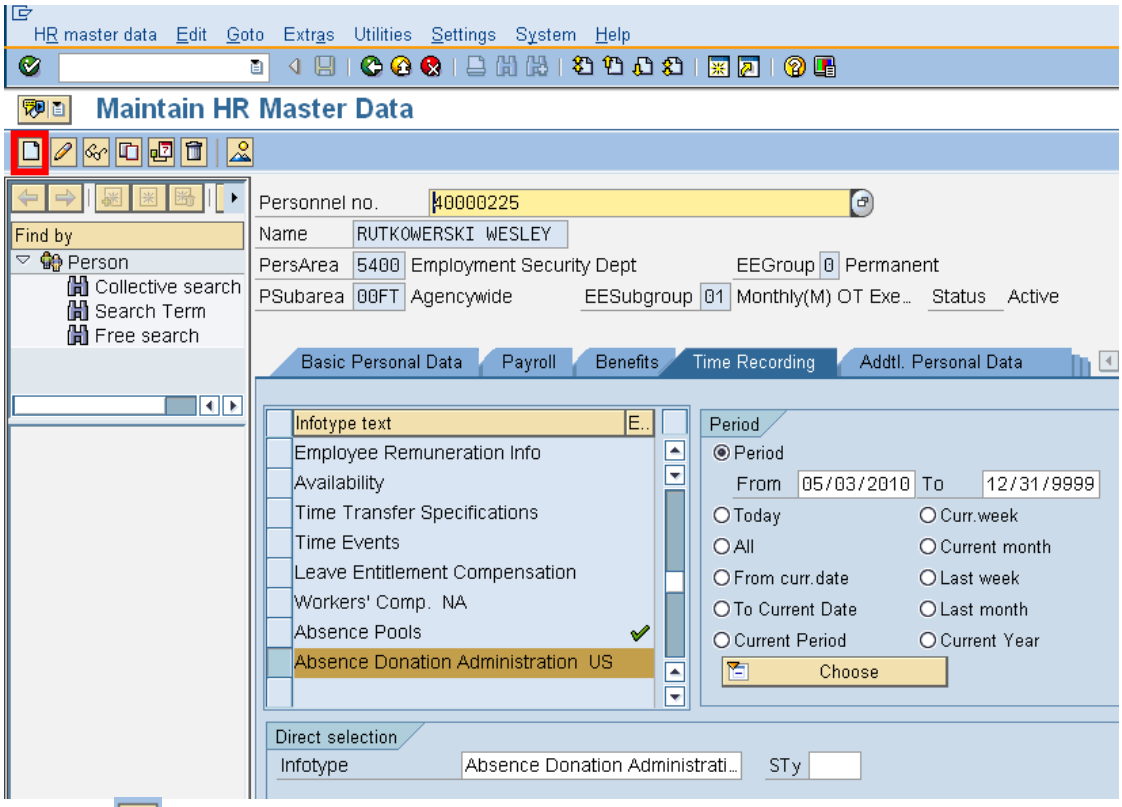
For the employee to receive leave from the Uniform Services Shared Leave Pool, perform the following steps:



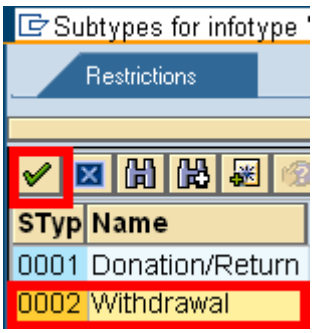
12. Complete the following fields:

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**

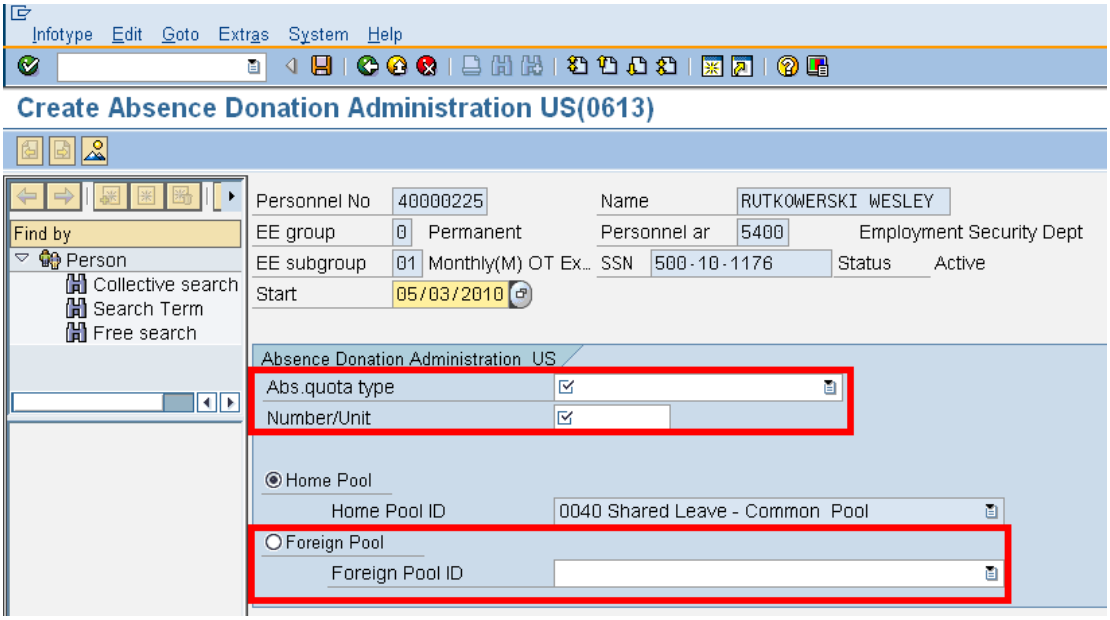
13. Click (Enter) to validate the information. Verify you have accessed the correct employee record.
14. Click the Time Recording tab to select.



15. Click (Create) to create a new record
16. Select 0002 Withdrawal from ***Subtypes for Infotype "Absence Donation Administration US"***

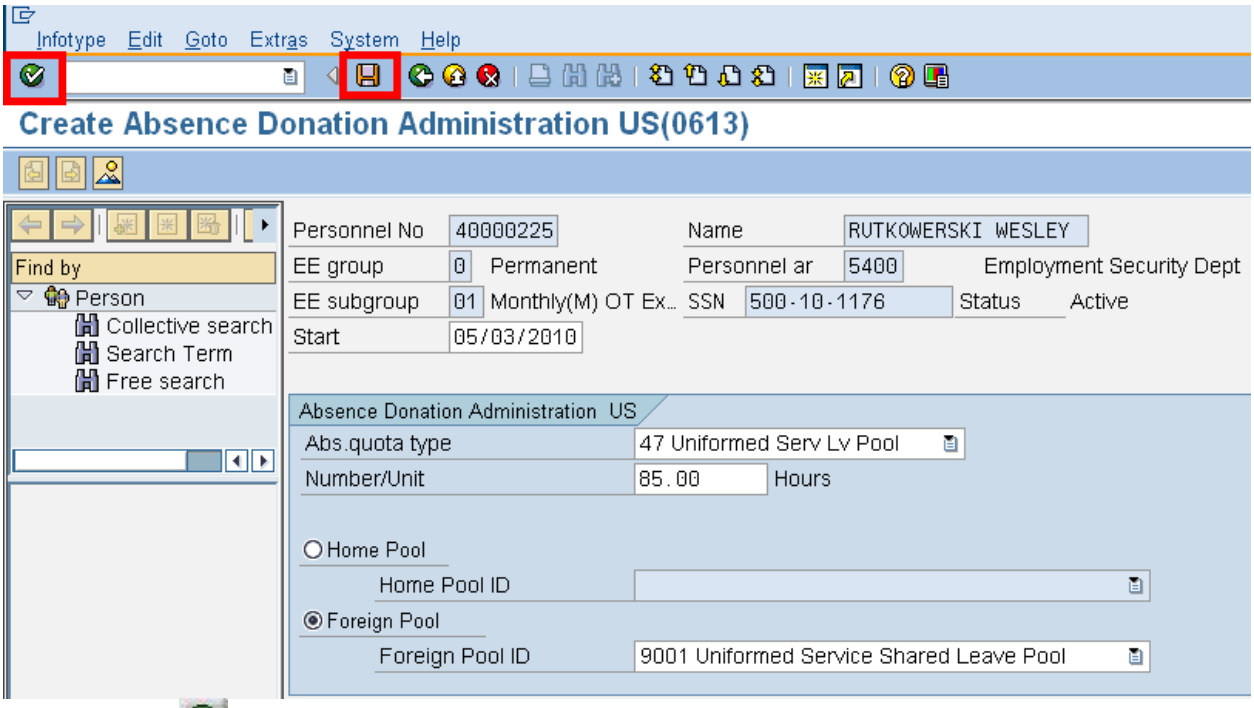


WSD Personnel



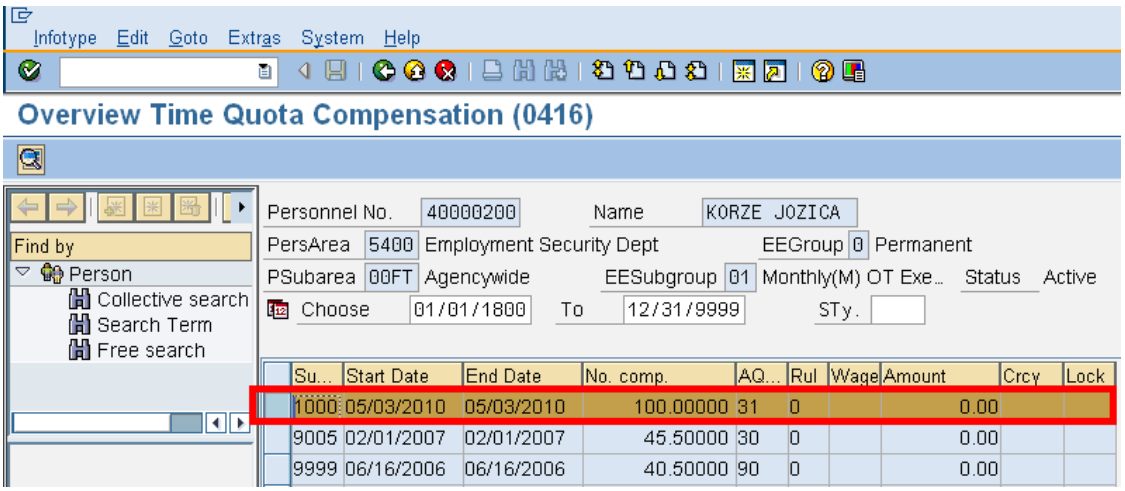
17.

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.

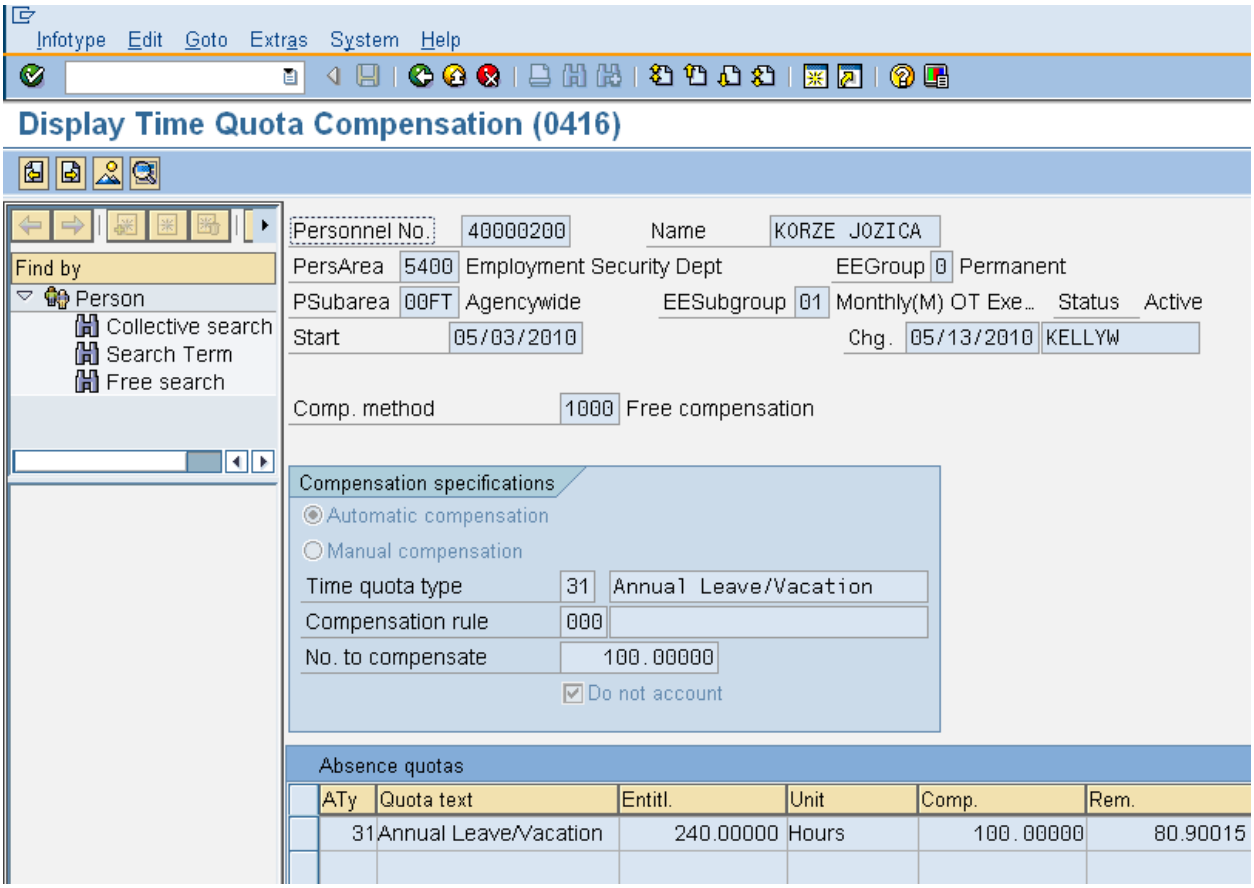


18. Click (Enter) to validate the information.
19. Click (Save) to save.
20. The system displays the message, "Record created."

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.



To view the record click (Choose)

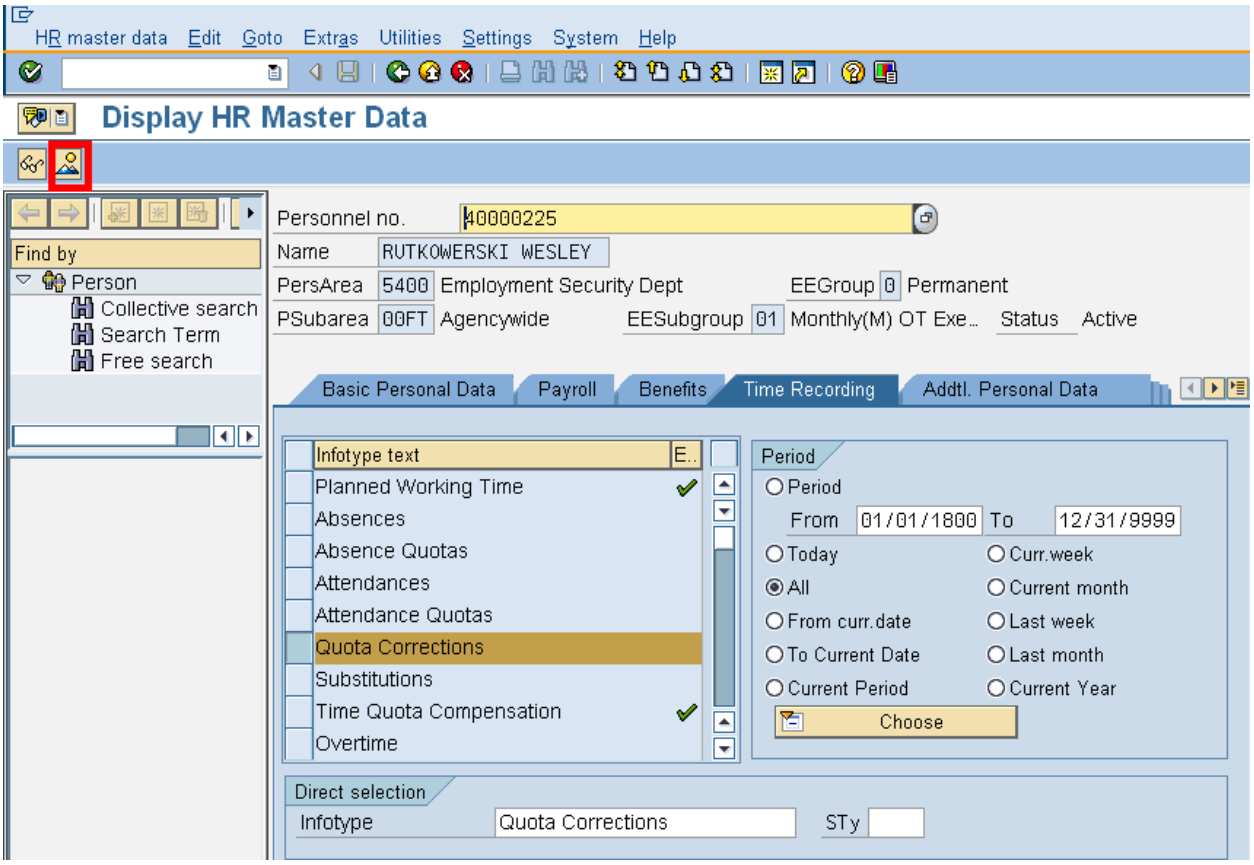


Any time the *Create Shared Leave Donation/Return (0613)* **infotype has been created incorrectly, contact the Department of Personnel Service Center for assistance @ 360-664-6400**

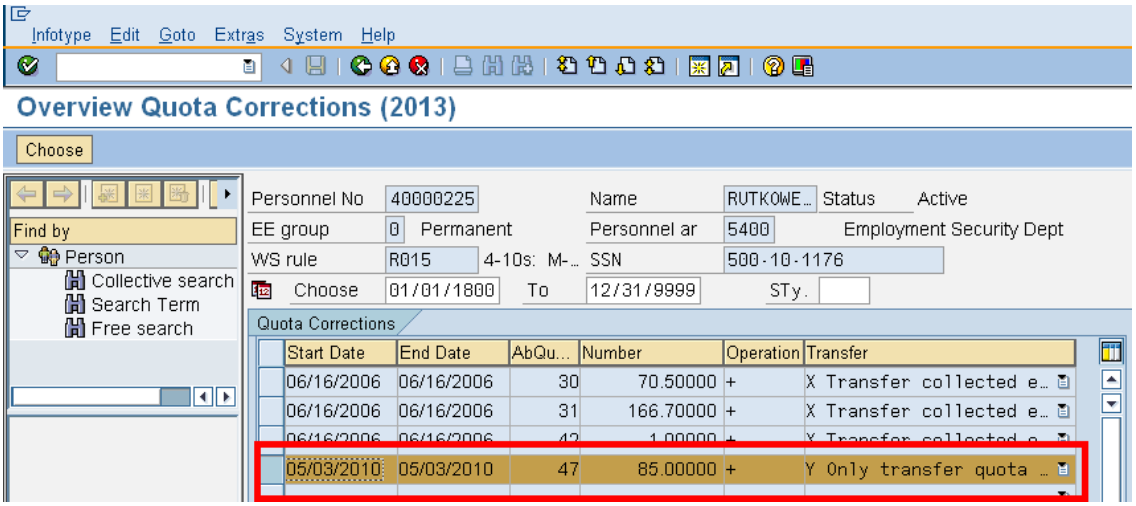
WSD Personnel

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**



WSD Personnel



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.