

Sick Leave Pool - Create Eligibility

Transaction Code:
PA30

Purpose Use this procedure to establish Sick Leave Pool Eligibility for both the Donor and Recipient in HRMS.

Trigger Perform this procedure when the Recipient has been approved to withdraw from OR if the Donor is eligible to donate to the Sick Leave Pool. This process must be completed for both the Donor and Recipient.

Prerequisites

- Both the Donor and Recipient must have the Home Pool (Shared Leave) created on Absence Pools (0696) for the effective dates of the Sick Leave Pool donation. This is in addition to creating the Foreign Pool eligibility. See OLQR procedure, Shared Leave Create Eligibility (Steps 15 – 21).
- Sick Leave quota balance must exist for the donating employee AND must meet the requirements listed in WAC 357-31-580.

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










Change History	Change Description
7/9/07	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	<p>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.</p> <p>The Payroll Processor, Time and Attendance Processor/Inquirer/Supervisor may use the Cumulated Time Evaluation Results: Time Balances/Wage Types report to verify an employee’s career shared leave balance. To access this report, use the transaction code PT_BAL00.</p>
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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
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

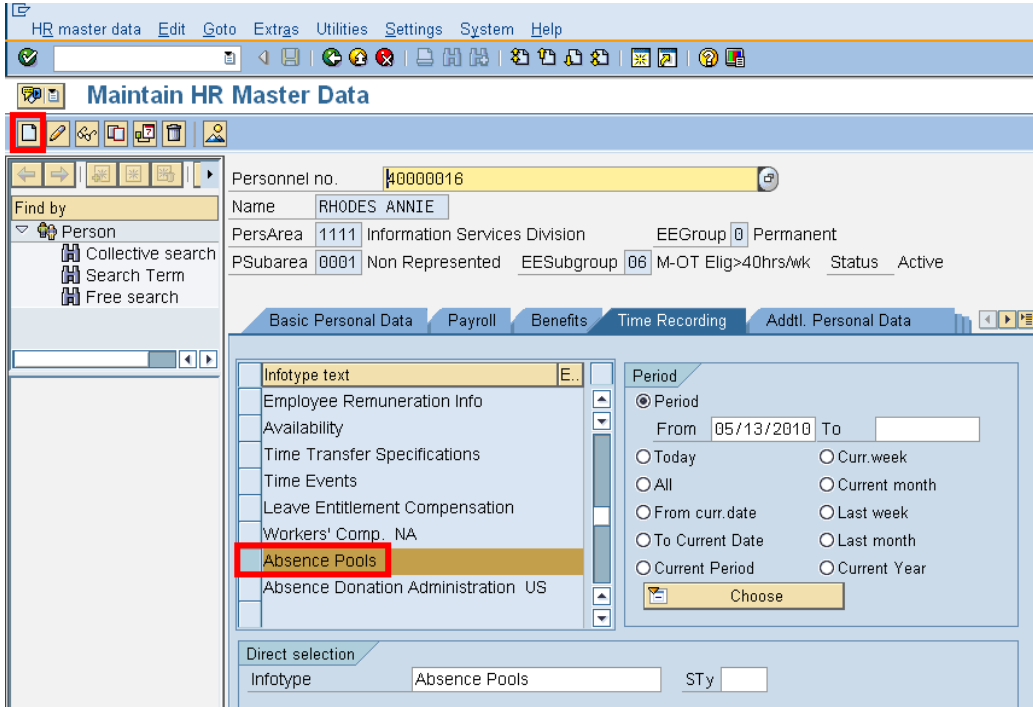
1. Start the transaction using the above menu path or transaction code **PA30**.


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: 40000016
Period	R	This is the date on which the record begins. Example: 5/13/2010

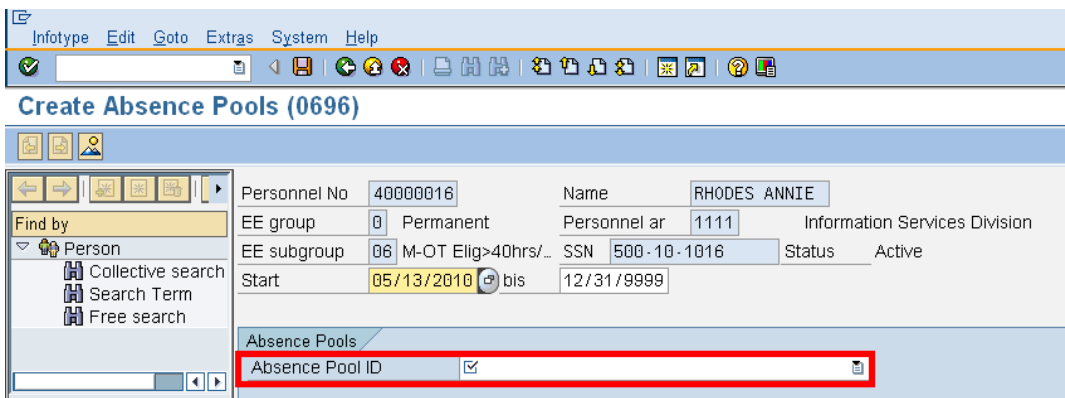
3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Click the **Time Recording** tab to select.
5. Click the blue box to the left of **Absence Pools** to select

6.




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

8. Select **F Foreign Pool** 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
Absence Pool ID	R	For employees to be eligible to donate/receive shared leave, each should be assigned to a Pool ID. Example: 9000 Sick Leave Pool

10. Click  (Enter) to validate the information.

11. Click  (Save) to save.

 Repeat Steps 1 – 10 for the Donor/Recipient as necessary.

Results

You have established the Sick Leave Pool eligibility for both the Donor and Recipient.