Sick Leave Pool - Do	k Leave Pool - Donation and Withdrawal Transaction Co P/		
Purpose	Use this procedure to maintain Sick Leave Pool donations for bot Recipient in HRMS.	h the Donor and:	
Trigger	Perform this procedure when an eligible employee is donating to Pool or when donating from the Sick Leave Pool to an employee) the Sick Leave in the same agency.	
Prerequisites	 Both the Donor and Recipient must have the Home Pocreated on the <i>Absence Pools</i> (WA) (0696). See OLQ Shared Leave Create Eligibility (Steps 15 – 21) and Sid Create Eligibility. Sick Leave quota balance must exist for the donating emeet the requirements listed in WAC 357-31-580. 	ol and Foreign Pool R procedure, ck Leave Pool – employee AND must	
End User Roles	Payroll Processor, Time & Attendance Processor, Leave Correction	ons 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
7/9/07	Created
5/13/2010	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 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: 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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	Addresses		O All	O Current month
	Planned Working Time		O From curr.date	O Last week
	Basic Pay		⊖To Current Date	◯ Last month
			O Current Period	O Current Year
	Date Specifications		🔁 Choose	
	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		
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.



- 5. Click the blue box to the left of Absence Donation Administration US 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>v</u>stem <u>H</u>elp 👔 🕢 😓 🔇 🚱 😓 🛗 🖓 🏝 🏝 🕰 🔛 📰 💌 🖉 📳 0 Maintain HR Master Data 🔊 🗋 🗋 🖉 🗞 🖬 🗗 🧟 40000013 0 Personnel no. Name SEMANKO KEN Find by 🗢 🎲 Person PersArea 3105 Wash Corrections Center EEGroup 0 Permanent 🛗 Collective search PSubarea 00TA Institutions EESubgroup 06 M-OT Elig>40hrs/wk Status Active 聞 Search Term 🛗 Free search Basic Personal Data Payroll Benefits / Time Recording / Addtl. Personal Data •• Infotype text E.. Period Employee Remuneration Info ٠ Period -Availability From 05/13/2010 To Time Transfer Specifications ○ Today O Curr.week Time Events OAI 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 OCurrent Period O Current Year Absence Donation Administration US ۰. Choose ▼ Direct selection Infotype Absence Donation Administrati... STy
 - 7. Click (Create) to create a new record.

lf	Go To
An employee is donating to the Sick Leave Pool	8
An employee is receiving leave from the Sick Leave Pool	13

8. Select 0001 Donation/Return from Subtypes for Infotype "Absence Donation Administration US"



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	Absence Donation Administration US Abs.quota type Number/Unit				
	Home Pool ID	9000 Sick Leave Pool			
	O Foreign Pool Foreign Pool ID				
	O Employee Personnel no.	Amount Related			
	O External Recipient Ext. Person Absence Quota Type				
	Absence Guota Type				

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: Sick Leave		



		Example: 10
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. Sick Leave Pool would be the appropriate option.
		Example: 9000 Sick Leave Pool

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10.

Click 🧟 (Enter) to validate the information.

11.

Click 🔲 (Save) to save.



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You have completed the transaction to donate to the Sick Leave Pool.





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	Direct selection								
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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: 4000002				
Period	R	Enter the date of the donation/withdrawal				
		Example: 5/13/2010				

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

14. Click the Time Recording tab to select.



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15. Click 🔲 (Create) to create a new record								
16. Select 0002 Withdrawal from <i>Subtypes for Infotype "Absence Donation</i>								
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0001 Donation/Return 0002 Withdrawal

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	● Home Pool Home Pool ID ○ Foreign Pool Foreign Pool ID	0014 Shared Leave - Common Pool							

17.

	R=Required Entry O=Optional Entry C=Conditional Entry							
Field Name	R/O/C	Description						
Start	R	The date of the withdrawal. Example: 5/13/2010						
Abs.quota type	R	It is a specific absence quota, such as Annual Leave or Sick Leave. Example: 46 Sick Leave 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.						
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: 9000 Sick Leave Pool.						



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18. Click 🧐 (Enter 19. Click 📙 (Save)	r) to validate the inform to save.	ation.						

20. The system displays the message, "Record created."

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

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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 Sick 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*).

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To verify the withdrawal, use the transaction code PA20



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Kesults											

You have donated sick leave to the Sick Leave Pool or an employee has received leave from the Sick Leave Pool.

