Sick Leave Pool - Donation and Withdrawal
Transaction Code:
PA30

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

Trigger	Perform this procedure when an eligible employee is donating to the Sick Leave Pool or when donating from the Sick Leave Pool to an employee in the same agency.

Prerequisites	• Both the Donor and Recipient must have the Home Pool and Foreign Pool created on the *Absence Pools* (WA) (0696). See OLQR procedure, Shared Leave Create Eligibility (Steps 15 – 21) and Sick Leave Pool – Create Eligibility.
	• 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

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

Transaction Code	PA30

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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**: ⊕ 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.

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

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

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5. Click the blue box to the left of [Absence Donation Administration US] to select

6.
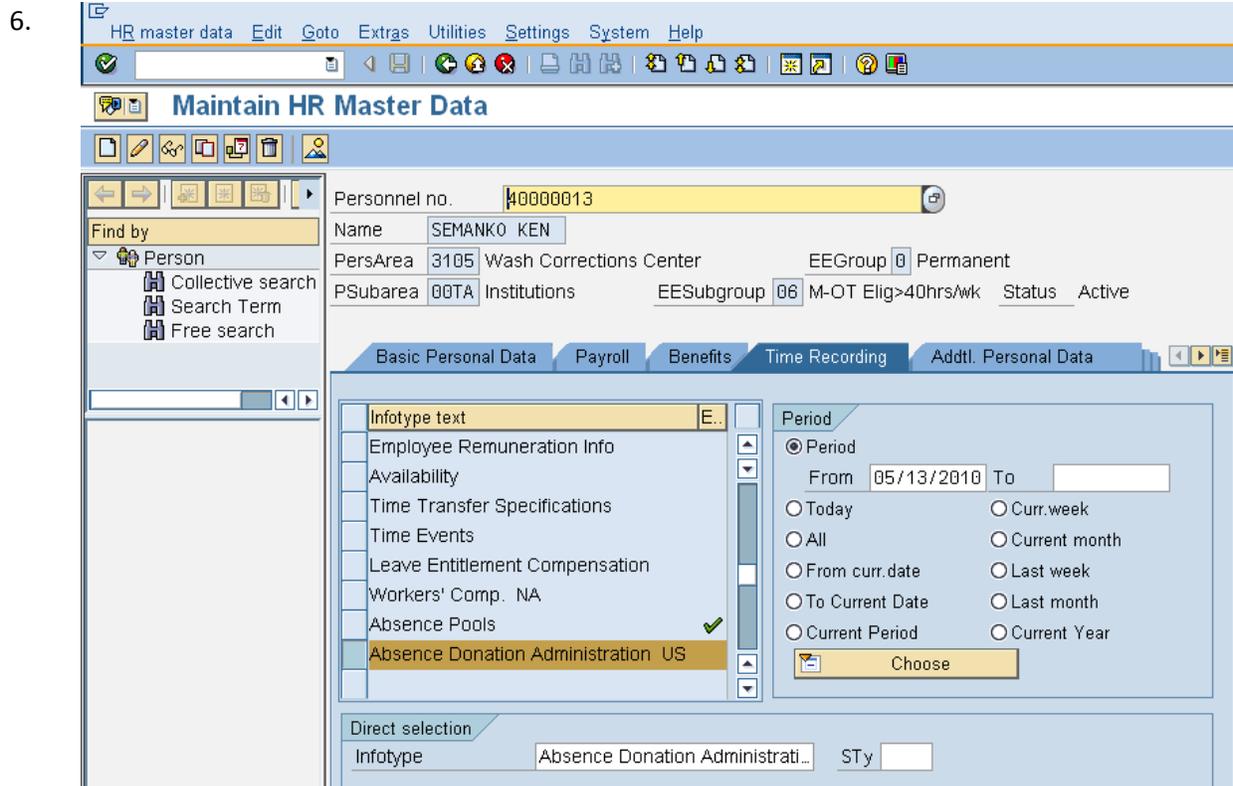
7. Click ☐ (Create) to create a new record.

If	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"*
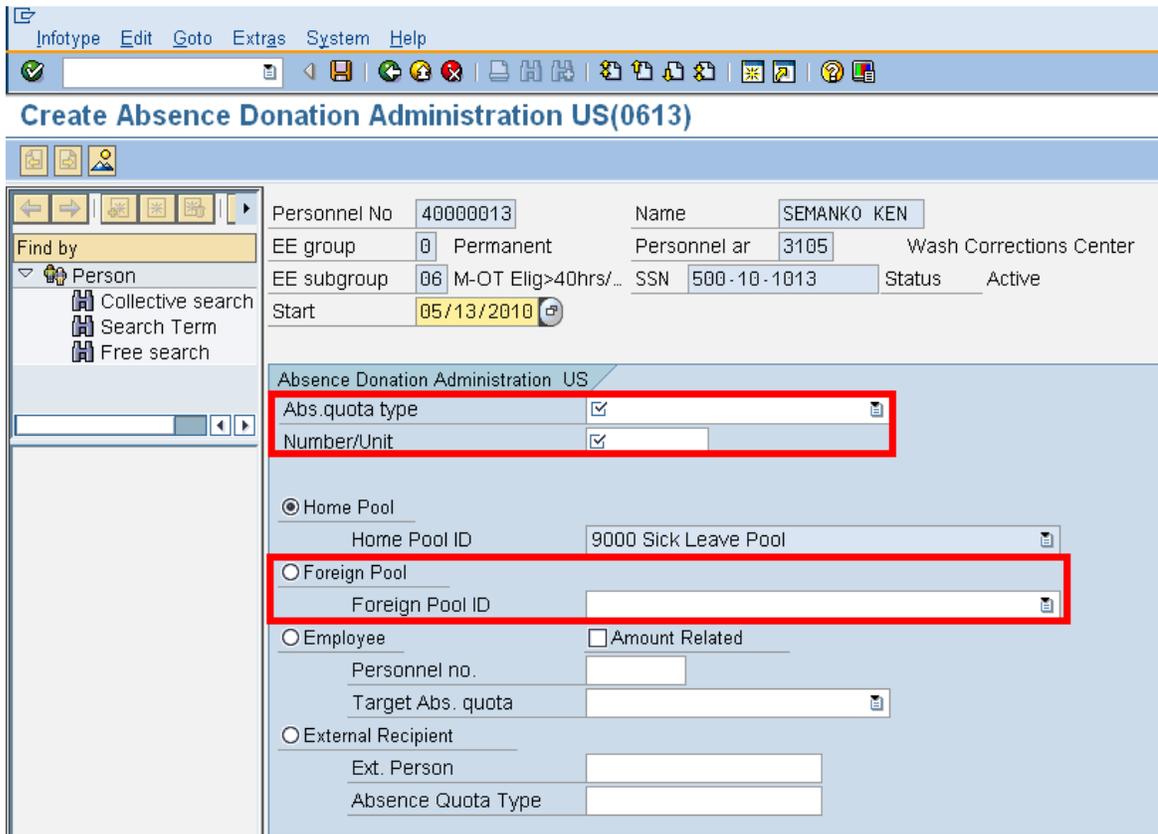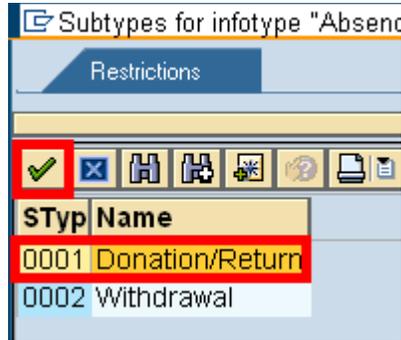
9. Complete the following fields:

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**
Number/Unit	R	The total hours that are being donated.

		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

Infotype   Edit   Goto   Extras   System   Help

Create Absence Donation Administration US(0613)

Find by
▽ 👤 Person
   📖 Collective search
   📖 Search Term
   📖 Free search

Personnel No	40000013	Name	SEMANKO KEN
EE group	0 Permanent	Personnel ar	3105 Wash Corrections Center
EE subgroup	06 M-OT Elig>40hrs/…	SSN	500-10-1013 Status Active
Start	05/13/2010		

Absence Donation Administration US

Abs.quota type	30 Sick Leave (10.00000 Ho…)
Number/Unit	10.00 Hours

○ Home Pool
        Home Pool ID
◉ Foreign Pool
        Foreign Pool ID   9000 Sick Leave Pool
○ Employee   ☐ Amount Related
        Personnel no.
        Target Abs. quota
○ External Recipient
        Ext. Person
        Absence Quota Type

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.

For the employee to receive leave from the Sick Leave Pool, perform the following steps:

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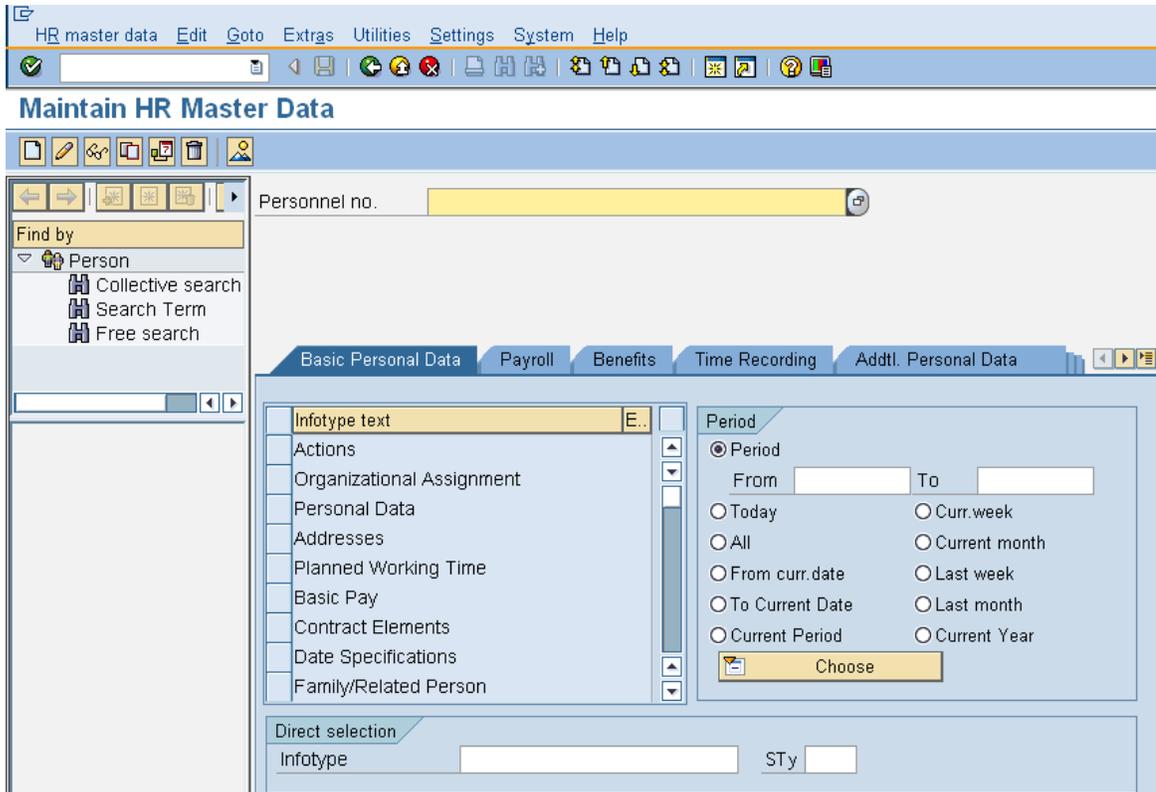
12. Complete the following fields:

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**: 40000002
Period	R	Enter the date of the donation/withdrawal **Example: 5/13/2010**

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

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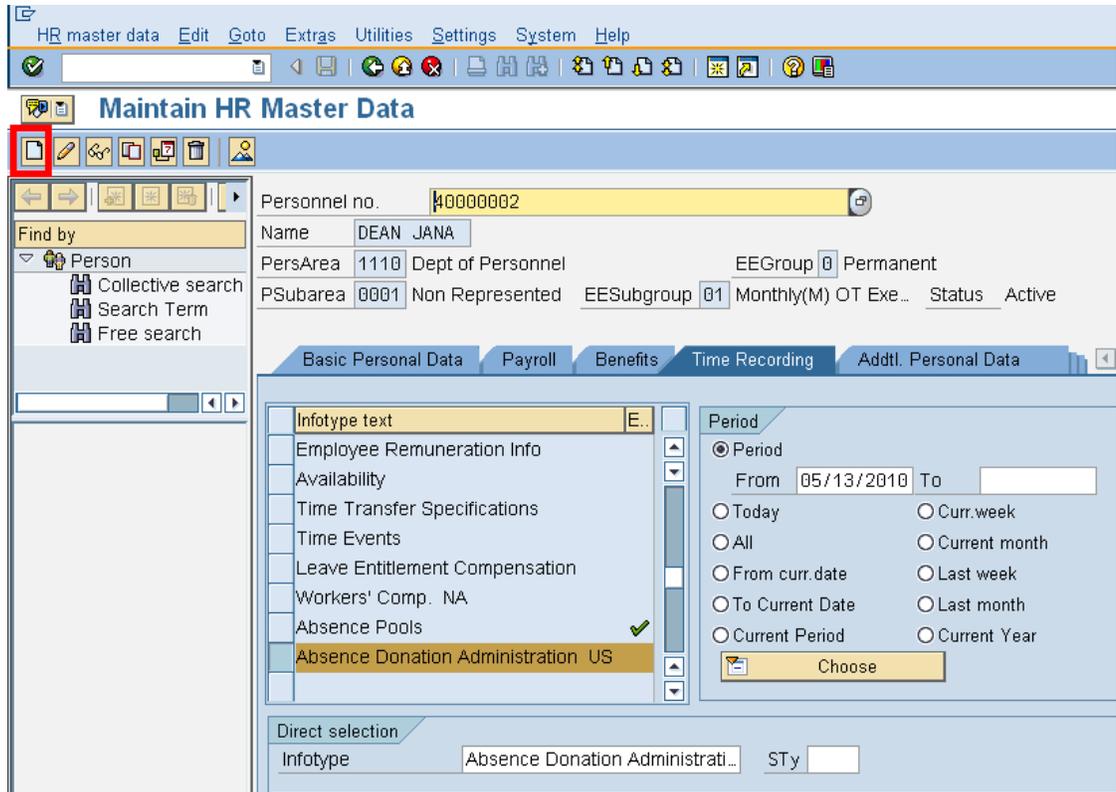
15. Click (Create) to create a new record
16. Select **0002 Withdrawal** from **Subtypes for Infotype "Absence Donation Administration US"**

Create Absence Donation Administration US(0613)

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. **Example: 10.0 (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: 9000 Sick Leave Pool.**

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18. Click ![Enter] (Enter) to validate the information.

19. Click ![Save] (Save) to save.

20. ![info] 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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To view the record click ![Choose icon] (Choose)

![Warning icon] **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)**.

To verify the withdrawal, use the transaction code **PA20**
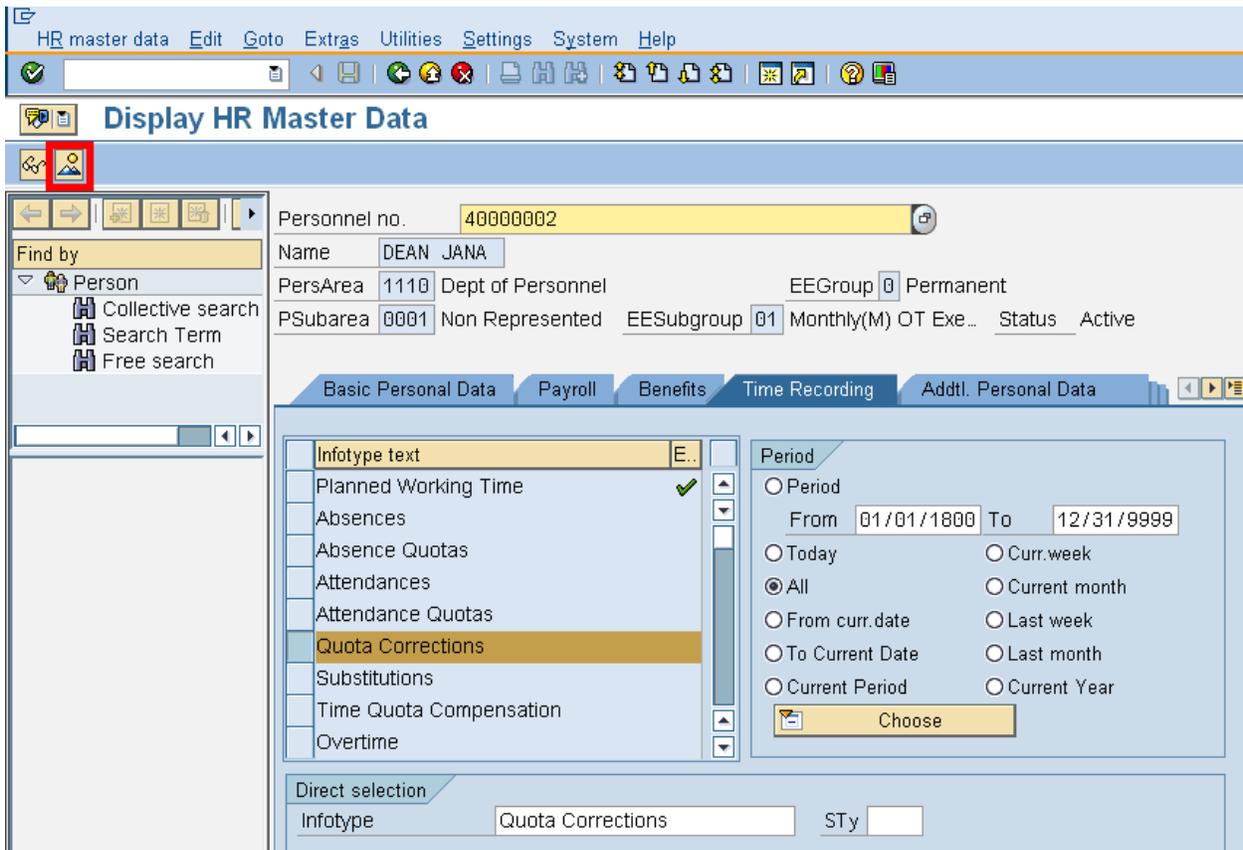
	Start Date	End Date	AbQu...	Number	Operation	Transfer	
	01/16/2006	01/16/2006	30	182.40000	+	X Transfer collected e…	
	01/16/2006	01/16/2006	31	155.70000	+	X Transfer collected e…	
	01/16/2006	01/16/2006	42	1.00000	+	X Transfer collected e…	
	05/13/2010	05/13/2010	46	10.00000	+	Y Only transfer quota …	

Results

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

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