



RECEIVED SHARED LEAVE (DONOR)

TM-51 | TRANSACTION PA61

TM

The purpose of this Business Process Procedure is to explain how to record the leave an employee is donating to another employee who has been approved to participate in the Voluntary Shared Leave program in the Integrated HR-Payroll System.

Trigger: There is a need to record the leave an employee is donating to another employee who has been approved to participate in the Voluntary Shared Leave program.

Business Process Procedure Overview:

The State of NC has a policy that permits an employee to donate leave to another employee who has been approved to participate in the Voluntary Shared Leave (VSL) program. An employee can donate Vacation, Bonus, or Sick leave to another employee according to OSHR policy. The Absence Donation Administration Infotype (613) enables the leave donation functionality.

There is a single subtype for Infotype 613 that is relevant for leave donations:

Donation (Subtype 0001) - Upon creation, the donation record (infotype 0613) will automatically create a time quota compensation record (infotype 0416) to deduct the amount from the donor's balances and a quota correction record (infotype 2013) to apply the donation to the receiving employee's Received Shared Leave quota.

CRITICAL: In order for a leave donation to be processed correctly, the receiving employee must have a current Absence Pool record (Infotype 696). These steps are detailed in the *PA61 – Received Shared Leave (Recipient) BPP*. Verify these steps have been completed before continuing.

This BPP will detail:

- 1) Creating a leave donation record
- 2) Verifying the deduction from the selected quota

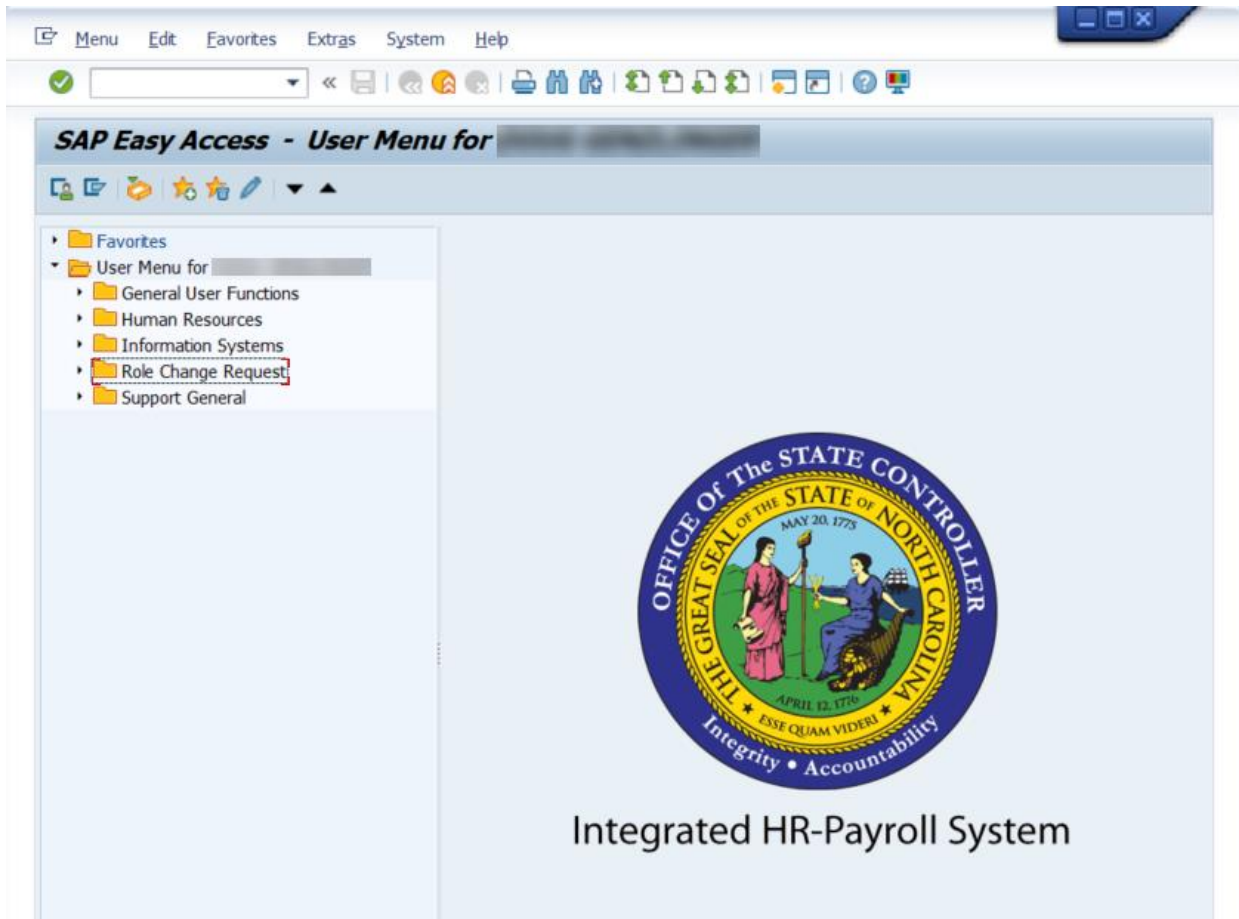
NOTE: If you are processing Received Shared Leave across agencies, BEST Shared Services must assist in the process.

Access Transaction:

Via Menu Path: SAP menu >> Human Resources >> Time Management >> Administration >> Time Data >> PA61 – Maintain Time Data

Via Transaction Code: PA61


Procedure



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: PA61

2. Click the **Enter**  button.



Information

You may want to enter this transaction code in your Favorites folder.

- Choose **Favorites > Insert Favorites**
- Type in **PA61**
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites:

- Choose **Edit > Settings**.
- Place a check next to **Display Technical Names**.
- Click **Enter**.

Maintain Time Data

Personnel no.

3. Update the following field:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No. Example: 80000895

4. Click the **Enter** button.

Ensure the correct personnel number was entered after clicking Enter.

Maintain Time Data

Personnel no.

Name

EEGroup SPA Employees PersA Public Safety

EESubgroup FT S-FLSAOT Prob CostC DPS SUSPENSE

Working times | Additional account assignments | Time quotas | Time manag...

Infotype text

Period

Period
From To

Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection

Infotype STy

5. Update the following fields in the Period and Direct selection areas:


Field Name	Description	Values
From	Effective date of the Received Shared leave donation	Enter value in From. Example: 10/14/2015
To	Ending date is always the same as the From date	Enter value in To. Example: 10/14/2015
Infotype	Unique number identifying the type of data to be displayed.	Enter value in Infotype. Example: 613
Sty	Infotype subtype	Enter value in STy. Example: 0001

The *From* and *To* fields should contain the same date and reflect the date of the donation.

The screenshot shows the SAP 'Maintain Time Data' interface for employee Sang Schubert01. The 'Period' section is active, with 'From' and 'To' dates both set to 10/14/2015. The 'Direct selection' section at the bottom shows 'Infotype' as 'Absence Donation Administrati...' and 'STy' as '0001 Donation'. The 'Infotype text' field is currently set to 'S...'.

6. Click the **Enter** button.


7. Click the **Create (F5)**  button.

 **CRITICAL!** In order for a leave donation to be processed correctly, the receiving employee must have a current Absence Pool record (IT0696). These steps are detailed in the *PA61 – Received Shared Leave (Recipient) BPP*. Verify these steps have been completed before continuing.

Create Absence Donation Administration US(0613)

Personnel No	80000895	Name	Sang Schubert01
EEGroup	A SPA Employees	PersA	1901 Public Safety
EESubgroup	B2 FT S-FLSAOT Prob	Statu	Active
Start	10/14/2015		

Absence Donation Administration US

Abs.quota type 

Number/Unit	10 Vacation Leave (55.31000 Hours)
	15 Sick Leave (56.00000 Hours)
	50 Bonus Leave (40.00000 Hours)

Employee Amount Related

Personnel no.

Target Abs. quota

External Recipient

Ext. Person

Absence Quota Type

8. Click the **Abs.quota type** drop-down list. Policy approved quotas include Vacation Leave, Sick Leave and Bonus Leave. Only the acceptable leave donating Abs. quota types will display in the selection list.
9. Select the appropriate quota. For this exercise, select **Vacation Leave (55.31000 Hours)** in the list box.

Create Absence Donation Administration US(0613)

Personnel No Name

EEGroup SPA Employees PersA Public Safety

EESubgroup FT S-FLSAOT Prob Statu

Start

Absence Donation Administration US

Abs.quota type

Number/Unit

Employee Amount Related

Personnel no.

Target Abs. quota


External Recipient

Ext. Person

Absence Quota Type

10. Update the following field:

Field Name	Description	Values
Number/Unit	Enter number/unit equal to the donated hours.	Enter value in Number/Unit. Example: 16



Information Refer to OSHR policy for minimum donation amounts associated with the VSL program.

11. Update the following field:



Field Name	Description	Values
Personnel no.	Unique employee identifier	Enter value in Personnel no. Example: 80000715

12. Click the **Enter**  button.


TIP: Click **Enter** after entering a personnel number to refresh the transaction. Once refreshed, the recipient’s name will populate, and the Target Abs. quota generates the default quota 80 Received Shared Leave.


Create Absence Donation Administration US(0613)

Personnel No	80000895	Name	Sang Schubert01
EEGroup	A SPA Employees	PersA	1901 Public Safety
EESubgroup	B2 FT S-FLSAOT Prob	Statu	Active
Start	10/14/2015		

Absence Donation Administration US	
Abs.quota type	10 Vacation Leave (55.310... 
Number/Unit	16.00 Hours
<input checked="" type="radio"/> Employee	<input type="checkbox"/> Amount Related
Personnel no.	80000715 Joel Veale01
Target Abs. quota	80 Received Shared Leave 
<input type="radio"/> External Recipient	
Ext. Person	<input type="text"/>
Absence Quota Type	<input type="text"/>

Target Abs. quota **Received Shared Leave** defaults as the only allowable quota. Selection of a different quota type is not allowed per OSHR policy.

13. Click the Save (**Ctrl+S**)  button.


Information

On save of the IT613-0001 record, an IT2013-80 record is created for the receiving employee in the background. The IT 2013 record will be saved with the “Do not change transfer time” option selected as default. This selection should never be changed.

In the steps above, the employee donated 16 hrs of Vacation leave. In the steps below, the donated 16 hrs are shown as a quota correction (IT2013) record.

Using transaction code **PA61**:

14. Click the **All** radio button.

15. Update the following field:

Field Name	Description	Values
Infotype	Unique number identifying the type of data to be displayed.	Enter value in Infotype. Example: 2013
STy	Specific subtype	80

Maintain HR Master Data

Personnel no. 80000715
 Name Joel Veale01
 EEGroup A SPA Employees PersA 1401 State Controller
 EESubgroup A1 FT N-FLSAOT Perm CostC 1499999999 OSC

Basic Personal Data Payroll Benefits Time Addtl. Personal Data Pl...

Infotype text S...
 Actions ✓
 Organizational Assignment ✓
 Personal Data ✓
 Addresses ✓
 Planned Working Time ✓
 Basic Pay ✓
 Family Member/Dependents ✓
 I-9 Residence Status ✓
 Additional Personal Data ✓

Period
 Period
 From 01/01/1800 To 12/31/9999
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
 Choose

Direct selection
 Infotype Quota Corrections STy 80


16. Click the **Enter** button.

17. Click the **Overview (Shift+F8)** button.



List Quota Corrections (2013)

Personnel No Name
 EE group Personnel ar State Controller
 WS rule Status
 Choose To STy.

Quota Corrections						
	Start Date	End Date	AbQu...	Number	Operati...	Transfer
	10/14/2015	10/14/2015	80	16.00000	+	Do not change transfe...



Information The donated leave will be available to the receiving employee the following day. The nightly Time Evaluation program will process the donation.

18. Click the **Back (F3)**  button.
19. Click the **Back (F3)**  button one more time to return to the SAP Easy Access menu.

The system task is complete.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 10/15/15 – Changed by J. Boyette

Changes:

- BPP Title Changed:
 - Old Title: PA61 Shared Leave Donor
 - New Title: PA61 Received Shared Leave (Donor)
- Page 4, Step 5 – updated Example to current dates.
- Page 5, Step 8 – added: Policy approved quotas include Vacation Leave, Sick Leave and Bonus Leave. Only the acceptable leave donating Abs. quota types will display in the selection list.
- Page 5, Step 9 - changed to – Select the appropriate quota. For this exercise, select Vacation Leave (55.31000 Hours) in the list box.
- Page 7, Step 12
 - Updated **Tips**: Click **Enter** after entering a personnel number to refresh the transaction. Once refreshed, the recipient’s name will populate, and the Target Abs. quota generates the default quota 80 Received Shared Leave.

- Added new sentences: Target Abs. quota **Received Shared Leave** defaults as the only allowable quota. Selection of a different quota type is not allowed per OSHR policy.
- Page 7, Step 13: update sentences: In the steps above, the employee donated 16 hrs of Vacation leave. In the steps below, the donated 16 hrs are shown as a quota correction (IT2013) record.
- Global: updated screenshots to reflect Received Shared Leave system behavior and design changes.

Change Date: 5/15/20 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible