RECEIVED SHARED LEAVE (DONOR)
BPP TM-51 | TRANSACTION PA61

TM

The purpose of this Business Process Procedure is to explain how to create an Infotype 613 (IT0613) donation record in the Integrated HR-Payroll System for an employee who donates leave to another employee approved to participate in the Voluntary Shared Leave (VSL) 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 (IT0613) 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 TM-52 Received Shared Leave (Recipient) BPP. Verify that the IT696 eligibility record exists for the recipient employee 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 with the processing.

Access Transaction

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

Via Transaction Code: PA61

Processing Donation(s)

1. In the Command field in the upper left corner of the screen, enter **PA61** to open the Maintain Time Data transaction and click the Enter button ✅ to the left of the Command field or click Enter on your keyboard.

2. Or, if you have previously added this transaction to your Favorites folder, double click PA61.
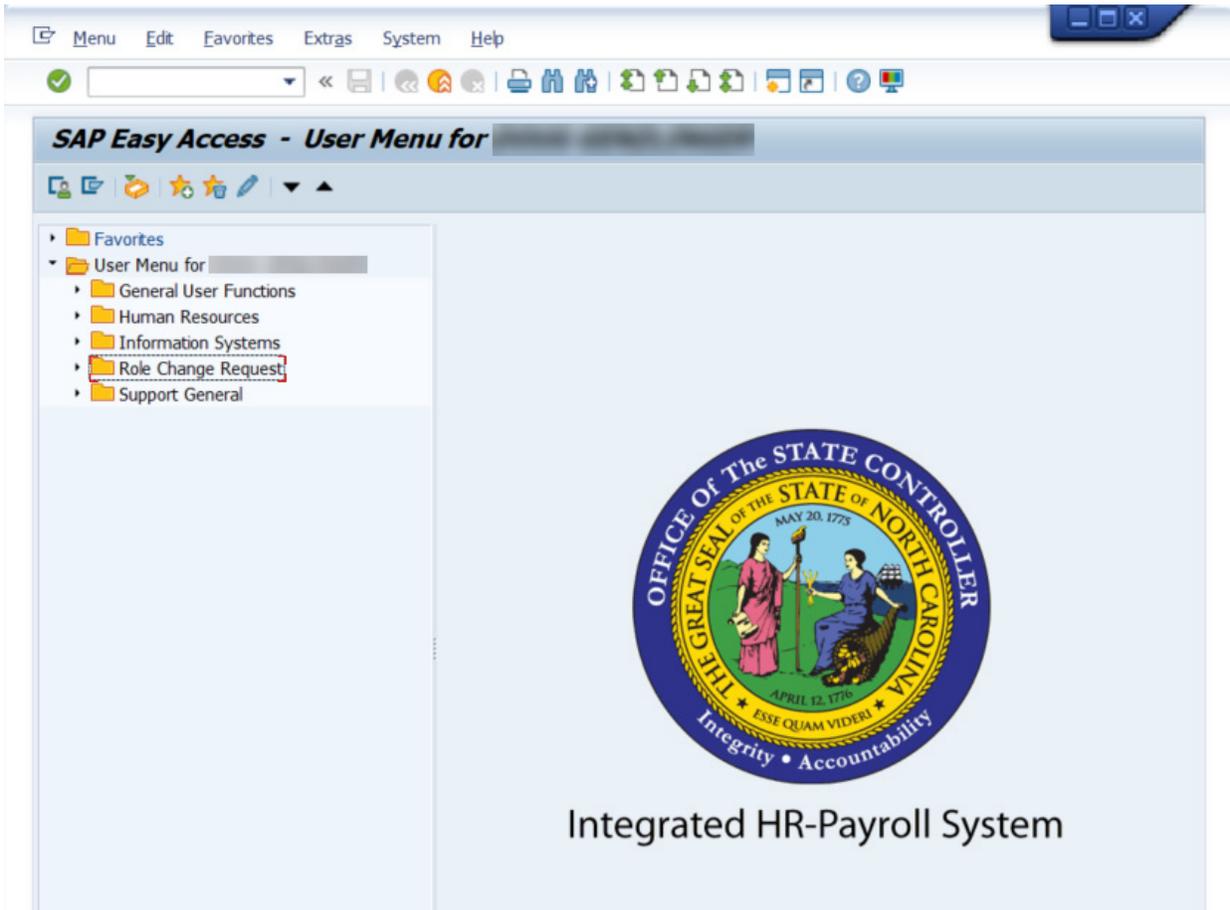
3. Enter the donor employee's personnel number in *Personnel no.* field and click Enter on your keyboard. Example: 80000895

4. Verify the personnel number and employee name display correctly.

5. In the Period selection area on the right, enter the effective date of the received shared leave donation in the *From* and *To* fields. The *From* and *To* fields should contain the same date and reflect the date of the donation. Example: 10/14/2015

6. In the Direct Selection area at the bottom, enter **613** in the *Infotype* field and click Enter on your keyboard. You will see **Absence Donation Administration** displayed.

7. Then, enter **0001** in the *STy* field and click Enter on your keyboard. You will see **Donation** displayed.

8. Click the **Create** button or (F5).

9. Click the *Abs. quota type* drop-down list. Policy approved quotas include Vacation Leave, Sick Leave, and Bonus Leave. Only the acceptable leave donating absence quota types will appear in the selection list.

10. Select the appropriate quota. Example: **Vacation Leave (55.31000 Hours)** selected in the list box.

11. In the *Number/Unit* field, Enter number/unit equal to the donated hours. Example: 16.

    Note: Refer to OSHR Voluntary Shared Leave Policy for minimum donation amounts associated with the VSL program.

12. In the *Personnel no.* field, enter the personnel number for the employee receiving the donation and click Enter on your keyboard. Example: 80000715

    Note: Clicking Enter after entering a personnel number refreshes the transaction. Once refreshed, the recipient's name will populate, and the *Target Abs. quota* field generates the default quota 80 Received Shared Leave. Target Abs. quota **Received Shared Leave** defaults as the only allowable quota. Selection of a different quota type is not allowed per OSHR policy.

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

◉ Employee   ☐ Amount Related

    Personnel no.   80000715   Joel Veale01

    Target Abs. quota   80 Received Shared Leave

○ External Recipient

    Ext. Person

    Absence Quota Type

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

Note: When you Save the IT613-0001 record, an IT2013-80 record is created for the receiving employee in the background. The IT2013 record will be saved with the "Do not change transfer time" option selected as default and should never be changed.

Reviewing Quota Correction

In the previous steps, the Donor employee donated 16 hours of Vacation leave. In the steps below, the donated 16 hours are shown as a quota correction (IT2013) record for the Recipient.

1. While still in transaction code PA61 Maintain Time Data, enter the Recipient's personnel number in the Personnel no. field in place of the Donor's and click enter on your keyboard. Example: 80000715

   Note: Clicking Enter after entering a personnel number refreshes the transaction. Once refreshed, the recipient's name will populate.

2. Click the **All** radio button.

3. In the Direct selection section, enter 2013 in the *Infotype* field and click Enter on your keyboard.

4. In the *STy* field, enter 80 and click Enter on your keyboard.

5. Click the **Overview** button or (Shift+F8).

Note: The donated leave will be available to the receiving employee the day after the effective date (Start/End dates) once the nightly Time Evaluation program has processed the donation.

Change Record

10/15/15: Title, wording, and screenshot updates –J. Boyette
5/15/20: Updated format, assigned reference number, and made accessible – C. Ennis
3/24/23: Updates to description and formatting for searchability and accessibility – A. Durrence