



# 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.

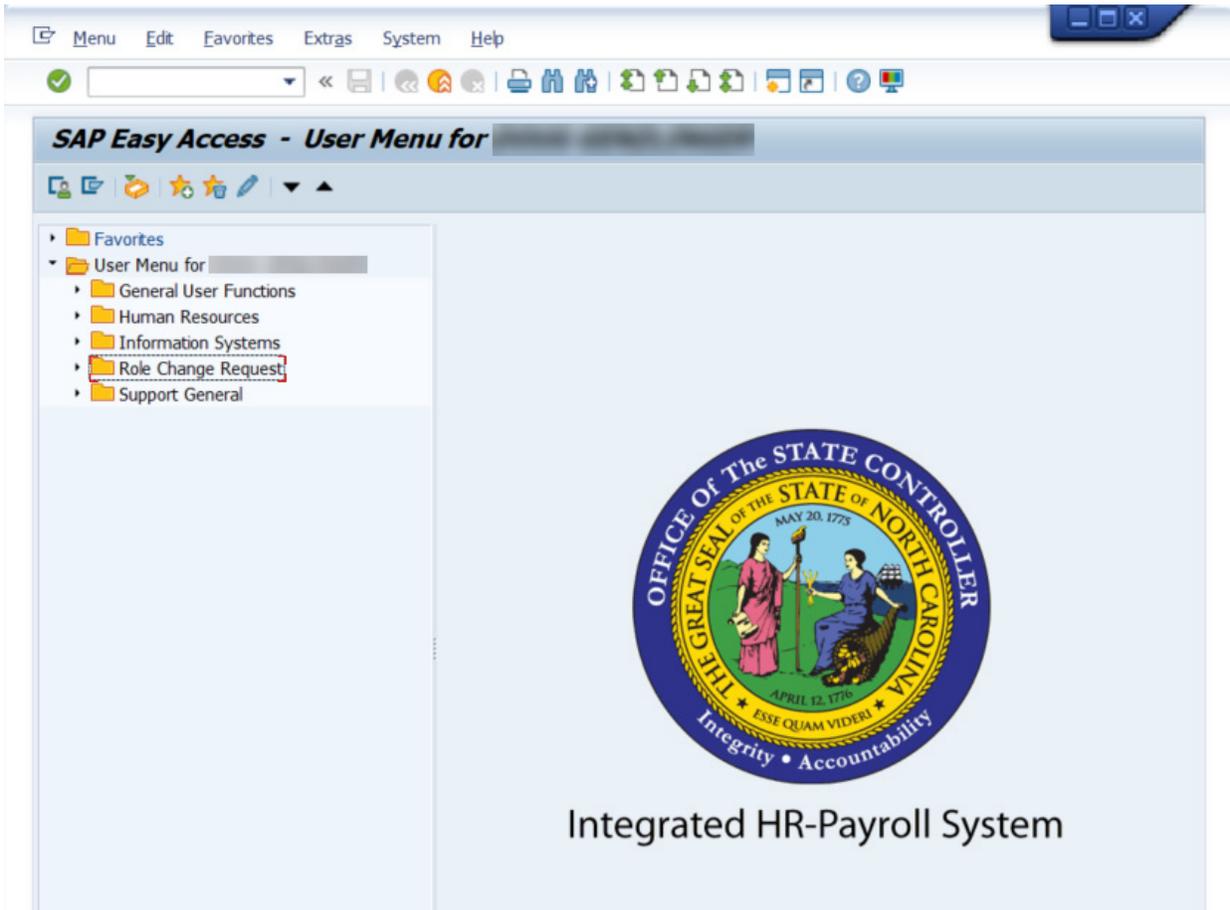
### Access Transaction

**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

**Maintain Time Data**





 List entry
  Week
  Month
  Year

Personnel no.

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

**Maintain Time Data**

Personnel no.

Name

EEGroup  SPA Employees      PersA  Public Safety

EESubgroup  FT S-FLSAOT Prob      CostC  DPS SUSPENSE

Absences  
 Attendances  
 Time Events  
 Overtime  
 Substitutions  
 On-Call  
 Time Transfer Specifications  
 Employee Remuneration Info

**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. 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.

**Maintain Time Data**

Personnel no. 80000895

Name Sang Schubert01

EEGroup A SPA Employees PersA 1901 Public Safety

EESubgroup B2 FT S-FLSAOT Prob CostC 1999999999 DPS SUSPENSE

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

Infotype text S...

Absences

Attendances

Time Events

Overtime

Substitutions

On-Call

Time Transfer Specifications

Employee Remuneration Info

Period

Period

From 10/14/2015 To 10/14/2015

Today

All

From curr.date

To Current Date

Current Period

Curr.week

Current month

Last week

Last month

Current Year

Choose

Direct selection

Infotype Absence Donation Administrati... STy 0001 Donation

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

- 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.

### 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 )
<input checked="" type="radio"/> Employee	<input type="checkbox"/> Amount Related
Personnel no.	<input type="text"/>
Target Abs. quota	<input type="text"/>
<input type="radio"/> External Recipient	
Ext. Person	<input type="text"/>
Absence Quota Type	<input type="text"/>

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

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 ( 55.31000
Number/Unit	<input checked="" type="checkbox"/>

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)

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.

The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, the title is 'Maintain HR Master Data'. Below the title bar, there are several icons. The main data area contains the following fields:

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

Below the data area, there are tabs for 'Basic Personal Data', 'Payroll', 'Benefits', 'Time', 'Addtl. Personal Data', and 'Pl...'. The 'Basic Personal Data' tab is active. On the left, there is a list of data elements with checkboxes, all of which are checked. On the right, there is a 'Period' section with several radio button options. The 'All' radio button is selected and circled in red. Below the 'Period' section, there is a 'Direct selection' section. The 'Infotype' field is set to 'Quota Corrections' and the 'STy' field is set to '80'. Both the 'Infotype' and 'STy' fields are circled in red.

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.

**List Quota Corrections (2013)**

Personnel No: 80000715      Name: Joel Veale01  
 EE group: A SPA Employees      Personnel ar: 1401      State Controller  
 WS rule: D02N10\_F MTWH-10,FSaS-O      Status: Active  
 Choose: 01/01/1800      To: 12/31/9999      STy: 80

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

**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