



# RECEIVED SHARED LEAVE (RECIPIENT)

## TM-52 | TRANSACTION PA61

TM

The purpose of this Business Process Procedure is to explain how to create an Infotype 696 (IT0696) eligibility record in the Integrated HR-Payroll System for a recipient employee who has been approved to participate in the Voluntary Shared Leave (VSL) program to receive leave donations.

### Business Process Procedure Overview

The State of North Carolina has a policy that permits an employee to receive leave donations from other employees provided that the employee has been approved to participate in the Voluntary Shared Leave (VSL) program. An employee who receives leave donations can then use the shared leave when recording A/A code 9200 after the recipient employee exhausts their own leave balances.

This BPP will describe creating a Received Shared Leave eligibility record.

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

Once an employee is approved for Voluntary Shared Leave, you will create an eligibility record that enables the employee to receive leave donations using Infotype 696 (IT0696) The Absence Pool. Even though the infotype name references absence pools, the functionality in the Integrated HR-Payroll System (based on [OSHR Voluntary Shared Leave policy](#)) will allow only direct employee-to-employee leave donations. There is a single subtype of IT0696 that is relevant to Received Shared Leave eligibility: Foreign Pool (Subtype F). The Foreign Pool subtype creates a generic eligibility record for the employee.

Once an employee is eligible and has a Received Shared Leave quota to accept donations, you may process donations following the steps outlined in the [TM-51 Received Shared Leave \(Donor\) BPP](#).

There is a single subtype of IT2006 that is relevant to the quota for Received Shared Leave: Received Shared Leave (subtype 80). A separate Received Shared Leave quota (Quota type 80) is created in the backend for the employee when donations are processed via the Absence Donation Administration (IT0613). When the VSL recipient employee records Absence type 9200 on their timesheet, the Received Shared Leave quota is reduced only after all the recipient employee's own leave quotas have been exhausted.

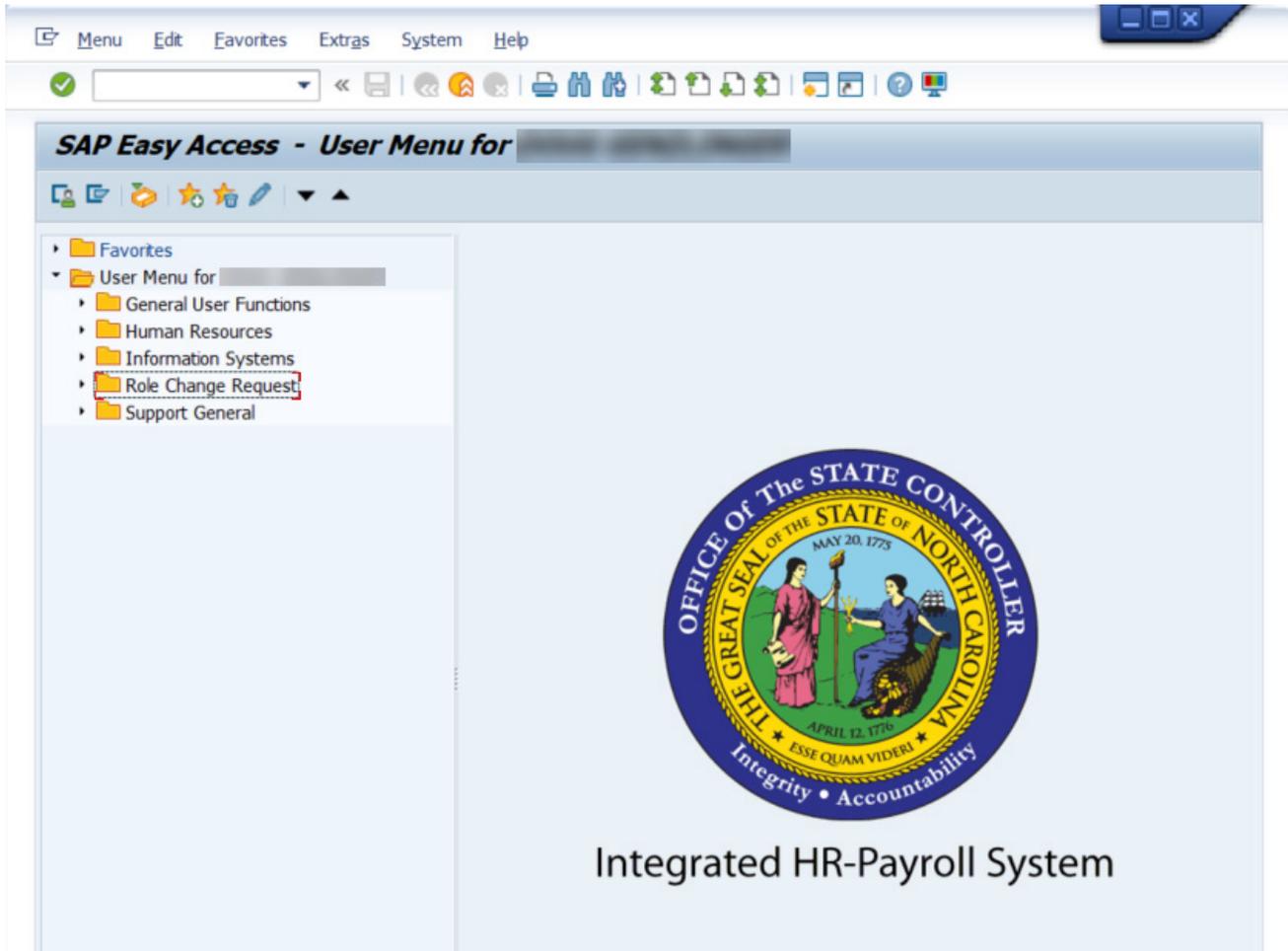
### Access Transaction

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

**Via Transaction Code:** PA61

**Create IT0696 Eligibility Record**

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 recipient employee’s personnel number in *Personnel no.* field and click Enter on your keyboard. Example: 80000715

**Maintain Time Data**






 List entry
  Week
  Month
  Year

Personnel no.

- Verify the personnel number and employee name display correctly.

- 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* field will default to the current date, but the date may need to be edited. Example: From 10/14/2015 To 11/30/2015

**Note:** The *Period From* and *To* dates should reflect the time period that an employee is eligible to receive leave donations according to their agency's Voluntary Shared Leave policy. The recipient employee will be able to receive donations only within this period. Should the agency agree to extend the donation period, the eligibility record can be maintained to reflect the extended dates.

- In the Direct Selection area at the bottom, enter **696** in the *Infotype* field and click Enter on your keyboard. You will see **Absence Pools** displayed.
- Then, enter **F** in the *STy* field and click Enter on your keyboard. You will see **Foreign Pool** displayed.

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

Direct selection  
 Infotype Absence Pools STy F Foreign Pool

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

**Create Absence Pools (0696)**

Personnel No 80000715 Name Joel Veale01  
 EEGroup A SPA Employees PersA 1401 State Controller  
 EESubgroup A1 FT N-FLSAOT Perm Statu Active  
 Start 10/14/2015 To 11/30/2015

Absence Pools  
 Absence Pool ID

- Click the *Absence Pool ID* drop-down list.

### Create Absence Pools (0696)





Personnel No  Name   
 EEGroup  SPA Employees PersA  State Controller  
 EESubgroup  FT N-FLSAOT Perm Statu Active  
 Start  To

Absence Pools

Absence Pool ID

- Select **VSL Voluntary Shared Leave** in the list box.

### Create Absence Pools (0696)





Personnel No  Name   
 EEGroup  SPA Employees PersA  State Controller  
 EESubgroup  FT N-FLSAOT Perm Statu Active  
 Start  To

Absence Pools

Absence Pool ID

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

#### Important Notes

When employees donate leave to the recipient via the IT0613 record, the Integrated HR-Payroll System will generate a Quota Corrections (IT2013) record automatically which will increase the recipient employee’s Received Shared Leave quota (Quota Type 80). 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.

In the event that the medical condition expires prior to an employee's Received Shared Leave quota being exhausted, unused VSL donations must be returned to the donor(s) in accordance with [OSHR Voluntary Shared Leave policy](#). An IT2013 Quota Corrections record must be created for any or all of the donations unused by the recipient.

Each agency will manage pro-rated leave returns internally if the donor belongs to the designated agency. If donors exist outside of the recipient’s agency, a ticket should be submitted to BEST Shared Services for donor return processing. The following information should be included on the request for BEST:

- Donor information
- Leave type
- Amount to be returned

### **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

3/27/23: Updates to description and formatting for searchability and accessibility – A. Durrence