Overview/Description

This document provides the steps necessary for processing the actions related to the Shared Leave Pool in OneUSG Connect.

Prerequisite(s)
- N/A

Instructions

1. Enroll a Sick Leave Donor.

Navigation

NavBar > Global Payroll & Absence Management > Payee Data > Maintain Absences > Assign Entitlements and Takes

a. Search for the employee, enter the **Employee ID**.

b. Enter the following information:
   - **Element Type**: Select “Absence Entitlement.”
   - **Element Name**: Select the entitlement that corresponds with the donor’s company. In this example we selected “SKLV DON 300.”
   - **Begin Date** and **End Date**: Enter the dates of the pay period during which the donation is to take place. These dates should correspond to the Begin and End dates of the payroll/absence calendars during which the assignment is to be made. In this example we are using February 2018.
   - **Unit Element Type**: Select “Numeric.”
   - **Entitlement Unit**: Enter the units the payee is donating. In this example, the payee is donating 40 hours.

Do **not** enter anything else for any of the other fields on this page.

Note: Balance adjustments are not necessary. The donated sick leave entered on this page will automatically deduct from their available sick leave the next time absences are calculated. The donor will also have a lifetime “Leave Donated” bucket which will display lifetime sick leave donated.
2. Enroll a Leave Recipient.

Navigation

NavBar > Global Payroll & Absence Management > Payee Data > Maintain Absences > Assign Entitlements and Takes

a. Search for the employee, enter the Employee ID.

b. Enter the following information:

- **Element Type**: Select “Absence Entitlement.”
- **Element Name**: Select the “Sick Receive” entitlement that corresponds with the correct company. In this example we selected “SKLV REC 300.”
- **Begin Date** and **End Date**: Enter the dates of the pay period during which the donation is to take place. These dates should correspond to the Begin and End dates of the payroll / absence calendars during which the assignment is to be made. In this example the employee is monthly, so we enter 2/1/18 to 2/28/18.
- **Unit Element Type**: Select “Numeric.”
- **Entitlement Unit**: Enter the to receive. In this example, the recipient will receive 16 hours.

Do **not** enter anything else for any of the other fields on this page.

**Note**: Balance adjustments are not necessary. The recipient will automatically receive a separate (from Sick Leave) bucket of “Sick Received”, which will be used whenever the person takes Sick or FMLA, once their available Sick Leave has been exhausted.

3. Calculate Absences.

This is a semi-automated process; absences are calculated when the calendar is opened and calculated.
4. View Results.

Navigation

NavBar > Global Payroll and Absence Management > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar Group (or By Calendar)

4.1. Review Results – Donor.

For the donor, on the Supporting Elements page we can see the Leave Donation 300 Entitlement calculated 40 hours.

![Supporting Elements Table]

On the Accumulators page, there’s a Sick Accruals adjusted amount of -40, bringing their available Sick Balance down from 2157.66 to 2117.66.

![Accumulators Table]
We can also see a **Leave Donation** balance of 40 hours. This tracks how many total hours the employee has donated. The next time they donate, this accumulator will increase.

4.2. Review Results – Recipient.

For the recipient, on the **Supporting Elements** page there is the **Sick Leave Receive 300** entitlement of 16 hours.
On the **Accumulators** page, the recipient’s Sick balance does not change. Instead, the employee now has a **Sick Leave Receive** balance of 16 hours. If the employee receives more leave, it would be added to this accumulator. This balance will decrease as sick leave received is used.