

ADOA – General Accounting Office
AGENCY PAYROLL GUIDE:
DONATED LEAVE





DONATED LEAVE

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Overview

The objective of this quick reference guide is to provide general information on the process of Donated Leave Processing in HRIS as it relates to the Agency Absence Management Specialist. The guide is not intended to be all-inclusive and may not offer step-by-step instructions.

Agency Absence Management Functions

1. Verify employee is eligible to receive Donated Leave
2. Verify the Agency Donated Leave form has been completed and signed by each donating employee
3. Donated Leave Batch maintenance – Monitor for expiration of benefit
4. Complete Interagency Leave Contribution and Restoration
5. Process Return timely - Must process return even if balance is zero
6. Manually Process all batch return errors

Deadlines

If Donated Leave is going to be used in a specific pay period, the batch must be created no later than Monday (Day 1) of pay week. Donated leave batches created on compute Tuesday will not have hours available for the recipient to use until the next pay period.

Maximum Duration: Six consecutive months or, if intermittent, 1040 hours.

Payroll Cycle

Payroll jobs use a 10-day cycle. Use this reference chart to determine day of the week when Day Numbers are referred to in this guide.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Compute	Day 1	Day 2	Day 3	Day 4	Day 5
Week 2 Off Compute	Day 6	Day 7	Day 8	Day 9	Day 10



Helpful Resources and Documents

Policies

SAAM

SAAM 5550 [Donations of Annual Leave between Related Employees Working in Different Agencies](#)

Personnel Rules

[Personnel Rules R2-5A-B602.F](#)

Step by Step Training

HRIS Training – [Donated Annual Leave](#)

Forms

[GAO-209 Employee Interagency Annual Leave Contribution and Restoration](#)

Agency Donated Leave Request Form (Unique to each Agency)

Donated Leave Program

The State of Arizona offers a Donated Leave program. The Personnel Rules detail requirements of the program. The amount of donated annual leave an employee receives is calculated using each of the donating employee's hourly rates of pay. If the recipient does not use all the donated annual leave, the unused portion of leave is returned to the donating employee(s) on a pro-rated basis.

Donated Annual Leave is processed using five HRIS screens:

1. Donated Annual Leave Batch Maintenance **ZT70.5**
2. Donated Annual Leave **ZT70.1**
3. Donated Annual Leave Return **ZT70.2**
4. Donated Annual Leave Additional Information **ZT70.3** (sub form of ZT70.2 **More** button)
5. Donated Annual Leave Return Calculation Data **ZT70.4** (sub form of ZT70.2 **Return Info** button)

The HRIS system performs all of the calculations for donations within the agency. Donations to and from are based on the dollar value of the hours donated, not the hours alone. The complex calculation requires conversion of donated hours to a value based on the recipient's rate of pay. If there are hours remaining, the return of hours is determined by calculating a pro rata percentage of hours remaining to total hours donated. Of those remaining hours, calculate the dollar value to be returned to the donor(s), then convert that dollar value to an hour's equivalent based on the hourly rate.

Donations received after initial batch is Created

On occasion, a Donated Leave batch will be opened and processed and then shortly thereafter, another batch of donations is received. A recipient cannot have more than one batch open at a time.

1. If Donation hours have all been used (Donated Leave balance = 0):
 - **Process Return** of Donations on ZT70.2 and start a new batch on ZT70.5
2. If Donation hours have not been used (Donated Leave balance > 0):
 - Add the new donors to the existing batch ZT70.1
3. When starting a new batch, if the error **No (more) donated leave batches exist** appears, check ZT70.5 for a batch in **Created** status with an End Date populated. This means the batch was not **Returned**. Remove the end date and use ZT70.2 to process the **Return**. Create a new batch, the next day.

Return Errors ZT70.2

Errors occurring on a batch return will be indicated by an asterisk * in the Batch Error column.

Correcting these errors will require manual processing as detailed below. Click the **More** button to view the error.

ERROR MESSAGE	DONOR	RECIPIENT
Unable to determine employee's current annual plan	Contact ADOA to remove master end date. Use LP70 to add hours to Annual Leave. Pay annual leave hours on next compute.	Use LP70 to remove Donated Leave hours
Not authorized to access employee	Contact new agency to use LP70 to add hours to Annual Leave	Use LP70 to remove Donated Leave hours
Field is required (There is history missing in Absence Management)	Contact ADOA HR	Contact ADOA HR
Employee status is not active or Employee is not in an active status	Contact your HR to update employee to R3 pay status. Use LP70 to add Annual Leave Hours. Pay annual leave hours on next compute.	Use LP70 to remove Donated Leave hours
Warning: X.XX – hrs bal		Click More to view the sub form and verify hours were submitted

Interagency Donated Annual Leave

An employee may donate Annual Leave to a family member employed with another agency (See Personnel Rules as applicable).

	DONOR AGENCY		RECIPIENT AGENCY	
DONATION	1. Obtain GAO209 & Verify Eligibility		1. Receive GAO-209 form	
	2. Use LP70 to reduce contributor's annual leave balance. <ul style="list-style-type: none"> ▪ Use current date as Tran Date ▪ Use description: Donated to EIN XXXX 		2. Create Donated Leave batch ZT70.5	
	3. Complete Contributor section of GAO-209 4. Send to recipient agency. Include Donor's EIN on the form.		3. Convert the dollar value to hours 4. Use LP70 to add converted hours to the recipient employee's donated leave balance 5. Use a description Received from EIN XXXXX	
			6. Complete the Recipient's section on GAO-209	
RETURN	5. Receive GAO-209 form with Restoration value from recipient agency		7. Use LP70 to remove unused hours from the recipient's donated plan. Figure the percentages due back to each donor. Convert returned hours to a dollar value.	
	6. Convert the dollar value to hours. 7. Use LP70 to add converted hours to the donor's annual leave balance. 8. Use a description Returned from EIN XXXX		8. Close Donated Leave batch ZT70.5	
	9. If Donor is terminated, contact your HR to update the employee to an R3 pay status. 10. Pay out the annual leave balance on next compute		9. Complete Restoration section of GAO-209.	
LP70.1 Entries	Employee	Entries for Donation	Entries for Return	Responsible Agency
	Donor	Negative hours to Annual	Positive hours to Annual	Donor Agency
	Recipient	Positive hours to Donated	Negative hours to Donated	Recipient Agency

Donated Leave Calculator

The calculator is posted in section III (I) of the Agency Payroll Guide. Use for Interagency donations.

Example of Calculation of Donation and Return of Donated Leave

- EIN 98765 – requests and is approved for leave donations, hourly rate: \$25.6124
- EIN 12345 – donates 40 hours, hourly rate \$20.0230 (\$19.0695 base X 1.05 2nd shift differential)
- EIN 23456 – donates 10 hours, hourly rate \$18.5521 (\$17.6687 base X 1.05 2nd shift differential)
- EIN 34567 – donates 40 hours, hourly rate \$20.0230 (\$19.0695 base X 1.05 2nd shift differential)
- EIN 45678 – donates 10 hours, hourly rate \$20.4737
- EIN 56789 – donates 16 hours, hourly rate \$22.0964
- EIN 67890 – donates 20 hours, hourly rate \$21.8028 (\$20.7646 base X 1.05 2nd shift differential)
- EIN 78901 – donates 40 hours, hourly rate \$24.8061

		A	B	C	D	E	F	G	
Calculation				(A# * B#)		(A * B) / C		(E9 - F9)	
Donation	EIN	Hours Donated	Donor Hourly Rate <small>(Includes shift differential)</small>	\$ Value of Hours Donated	Recipient Hourly Rate EIN 98765	Hours Deposited	Hours Used	Hours Remaining	
	1	12345	40	\$20.0230	\$800.92	\$25.6124	31.27		
	2	23456	10	\$18.5521	\$185.52	\$25.6124	7.24		
	3	34567	40	\$20.0230	\$800.92	\$25.6124	31.27		
	4	45678	10	\$20.4737	\$204.74	\$25.6124	7.99		
	5	56789	16	\$22.0964	\$353.54	\$25.6124	13.80		
	6	67890	20	\$21.8028	\$436.06	\$25.6124	17.03		
	7	78901	40	\$24.8061	\$992.24	\$25.6124	38.74		
	8								
	9		176		\$3,773.94	\$25.6124	147.35	119.26	28.09

		H	I	J	K	L	M	
Calculation		(G9 * D9) / C9	E# * H9	same as D	I# * J#	same as B	K# / L#	
Return	EIN	Return Calculation % <small>(Pro Rata % of Return based on recipient's value of hours used to value of total hours)</small>	Deposit Return <small>(Hours Deposited * Return Calculation %)</small>	Recipient Hourly Rate EIN 98765	Deposit Return converted to \$ value	Donor Hourly Rate	Donation Return <small>(Hours to be returned to Donor based on \$ value)</small>	
	1	12345		5.96	\$25.6124	\$152.67	\$20.0230	7.62
	2	23456		1.38	\$25.6124	\$35.36	\$18.5521	1.91
	3	34567		5.96	\$25.6124	\$152.67	\$20.0230	7.62
	4	45678		1.52	\$25.6124	\$39.03	\$20.4737	1.91
	5	56789		2.63	\$25.6124	\$67.39	\$22.0964	3.05
	6	67890		3.25	\$25.6124	\$83.12	\$21.8028	3.81
	7	78901		7.38	\$25.6124	\$189.15	\$24.8061	7.62
	8							
	9		19.06%	28.09				33.55

Reports

Donated Leave Reports are located in the HRIS Data Warehouse in the Agency HRIS Payroll Reports folder. Run the reports on demand.

Donated Leave Report

All Donated Leave batches on this report require processing action. Review the **ACTION** column and reference the steps in the report header to process the action.

Process Level	Department	Employee	Batch nbr	First name	Last name	Batch status	Avail hrs bal	Emp status	ACTION
DE532	53240					Closed	0.010000	T2	Adjust Balance for Rounding
DE250	25630		1312			Closed	0.010000	C1	Adjust Balance for Rounding

ACTION	Steps to Correct:
Review ZT70.2 for Errors (Batch is closed, error on return) Errors are indicated by * under ERR. Click 'More' for further details	Error: Employee is not in an active status or Employee status is not active 1. Change donating employee to R3 status. 2. Add "Donation Returned" hours to donor's Annual Leave plan on LP70.1 3. Process handwrite to pay hours 4. Return to R2/T2 status 5. Remove hours from recipient's Donated Leave plan on LP70.1
	Error: Unable to determine employee's current annual plan 1. Contact GAO to remove end date from Annual Leave plan 2. Add "Donation Returned" hours to donor's Annual Leave plan on LP70.1 3. Process payment of hours on a handwrite. 4. Remove hours from recipient's Donated Leave plan on LP70.1
	Error: Not authorized to access employee 1. Contact current agency to add hours to donor's Annual Leave plan 2. Remove hours from recipient's Donated Leave plan on LP70.1
Adjust Balance for Rounding	1. Remove hours from Donated Leave plan on LP70.1 2. Contact GAO to remove end date from Donated Leave plan if in term status
Process Return (Batch is open)	1. Contact GAO to remove end date from Donated Leave plan 2. Process "Return" on ZT70.2 3. Review ZT70.2 for errors (see above instructions)
Review for Eligibility (Batch has been open at least 6 months)	1. Determine if employee is still eligible to use Donated Leave 2. If employee is no longer eligible, process "Return" on ZT70.2 and review ZT70.2 for errors

Donated Leave Open Batch

All open donated leave batches. Monitor for compliance with Personnel Rule R2-5A-B602.F

1. If leave is no longer needed by employee **Process Return** of Donations on ZT70.2

Home > Agency HRIS Payroll Reports > Donated Leave Open Batch

Select Agency:

Navigation: 1 of 2 ? | 100% | Find | Next

Donated Leave Open Batch – Listing of ALL open Donated Leave batches.

PROCESS LEVEL	DEPT	EMP STATUS	EIN	FIRST NAME	LAST NAME	BATCH NBR	DON BEG DATE	DON END DATE
DE124	12420	T2				1604	12/15/2017	
DE152	15210	C1				2082	6/12/2021	

Need Assistance? View the Central Payroll Directory [click here](#)