# DONATED LEAVE

Table of Contents

OVERVIEW ......................................................................................................................................................... 3

AGENCY ABSENCE MANAGEMENT FUNCTIONS................................................................................................. 3
DEADLINES.......................................................................................................................................................... 3
PAYROLL CYCLE.................................................................................................................................................... 3

HELPFUL RESOURCES AND DOCUMENTS ............................................................................................................ 4

POLICIES ............................................................................................................................................................... 4
STEP BY STEP TRAINING................................................................................................................................. 4
FORMS............................................................................................................................................................ 4

DONATED LEAVE PROGRAM............................................................................................................................... 4

DONATIONS RECEIVED AFTER INITIAL BATCH IS CREATED ........................................................................... 5

RETURN ERRORS ZT70.2 ..................................................................................................................................... 5

INTERAGENCY DONATED ANNUAL LEAVE ........................................................................................................... 6

DONATED LEAVE CALCULATOR........................................................................................................................... 7

REPORTS............................................................................................................................................................ 8

DONATED LEAVE REPORT........................................................................................................................................ 8
DONATED LEAVE OPEN BATCH ................................................................................................................................. 8

NEED ASSISTANCE? ............................................................................................................................................... 8
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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 Compute</td>
<td>Day 1</td>
<td>Day 2</td>
<td>Day 3</td>
<td>Day 4</td>
<td>Day 5</td>
</tr>
<tr>
<td>Week 2 Off Compute</td>
<td>Day 6</td>
<td>Day 7</td>
<td>Day 8</td>
<td>Day 9</td>
<td>Day 10</td>
</tr>
</tbody>
</table>

|
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.

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

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

<table>
<thead>
<tr>
<th>DONOR AGENCY</th>
<th>RECIPIENT AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Obtain GAO209 &amp; Verify Eligibility</td>
<td>1. Receive GAO-209 form</td>
</tr>
</tbody>
</table>
| 2. Use LP70 to reduce contributor’s annual leave balance.  
  - 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 | 3. Convert the dollar value to hours |
| 4. Send to recipient agency. Include Donor’s EIN on the form. | 4. Use LP70 to add converted hours to the recipient employee’s donated leave balance |
| 5. Receive GAO-209 form with Restoration value from recipient agency | 5. Use a description **Received from EIN XXXXX** |
| 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 XXXXX** | 6. Complete the Recipient’s section on GAO-209 |
| 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 | 8. Close Donated Leave batch ZT70.5 |

**LP70.1 Entries**

<table>
<thead>
<tr>
<th>Employee</th>
<th>Entries for Donation</th>
<th>Entries for Return</th>
<th>Responsible Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor</td>
<td>Negative hours to Annual</td>
<td>Positive hours to Annual</td>
<td>Donor Agency</td>
</tr>
<tr>
<td>Recipient</td>
<td>Positive hours to Donated</td>
<td>Negative hours to Donated</td>
<td>Recipient Agency</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>EIN</th>
<th>Hours Donated</th>
<th>Hourly Rate (Includes shift differential)</th>
<th>$ Value of Hours Donated</th>
<th>Recipient Hourly Rate</th>
<th>Hours Deposited</th>
<th>Hours Used</th>
<th>Hours Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>98765</td>
<td>40</td>
<td>$20.0230</td>
<td>$800.92</td>
<td>$25.6124</td>
<td>31.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12345</td>
<td>10</td>
<td>$18.5521</td>
<td>$185.52</td>
<td>$25.6124</td>
<td>7.24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23456</td>
<td>10</td>
<td>$18.5521</td>
<td>$185.52</td>
<td>$25.6124</td>
<td>7.24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34567</td>
<td>40</td>
<td>$20.0230</td>
<td>$800.92</td>
<td>$25.6124</td>
<td>31.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45678</td>
<td>10</td>
<td>$20.4737</td>
<td>$204.74</td>
<td>$25.6124</td>
<td>7.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>56789</td>
<td>16</td>
<td>$22.0964</td>
<td>$353.54</td>
<td>$25.6124</td>
<td>13.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67890</td>
<td>20</td>
<td>$21.8028</td>
<td>$436.06</td>
<td>$25.6124</td>
<td>17.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>78901</td>
<td>40</td>
<td>$24.8061</td>
<td>$992.24</td>
<td>$25.6124</td>
<td>38.74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>176</td>
<td></td>
<td></td>
<td>$3,773.94</td>
<td>$25.6124</td>
<td>147.35</td>
<td>119.26</td>
<td>28.09</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EIN</th>
<th>Return Calculation %</th>
<th>Deposit Return</th>
<th>Recipient Hourly Rate</th>
<th>Deposit Return converted to $ value</th>
<th>Donor Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>98765</td>
<td>(Pro Rata % of Return based on recipient’s value of hours used to value of total hours)</td>
<td>$25.6124</td>
<td>$152.67</td>
<td>$20.0230</td>
<td>7.62</td>
</tr>
<tr>
<td>12345</td>
<td>5.96</td>
<td>$25.6124</td>
<td>$152.67</td>
<td>$20.0230</td>
<td>7.62</td>
</tr>
<tr>
<td>23456</td>
<td>1.38</td>
<td>$25.6124</td>
<td>$35.36</td>
<td>$18.5521</td>
<td>1.91</td>
</tr>
<tr>
<td>34567</td>
<td>5.96</td>
<td>$25.6124</td>
<td>$152.67</td>
<td>$20.0230</td>
<td>7.62</td>
</tr>
<tr>
<td>45678</td>
<td>1.52</td>
<td>$25.6124</td>
<td>$39.03</td>
<td>$20.4737</td>
<td>1.91</td>
</tr>
<tr>
<td>56789</td>
<td>2.63</td>
<td>$25.6124</td>
<td>$67.39</td>
<td>$22.0964</td>
<td>3.05</td>
</tr>
<tr>
<td>67890</td>
<td>3.25</td>
<td>$25.6124</td>
<td>$83.12</td>
<td>$21.8028</td>
<td>3.81</td>
</tr>
<tr>
<td>78901</td>
<td>7.38</td>
<td>$25.6124</td>
<td>$189.15</td>
<td>$24.8061</td>
<td>7.62</td>
</tr>
<tr>
<td>19.06%</td>
<td>28.09</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Process Level</th>
<th>Department</th>
<th>Employee</th>
<th>Batch nbr</th>
<th>First name</th>
<th>Last name</th>
<th>Batch status</th>
<th>Avail hrs bal</th>
<th>Emp status</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE522</td>
<td>52240</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td>0.010000 T2</td>
<td>C1</td>
<td>Adjust Balance for Rounding</td>
</tr>
<tr>
<td>DE250</td>
<td>25630</td>
<td></td>
<td>1312</td>
<td></td>
<td></td>
<td>Closed</td>
<td>0.010000 C1</td>
<td>C1</td>
<td>Adjust Balance for Rounding</td>
</tr>
</tbody>
</table>

**ACTION**

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 L70.1
  3. Process handwrite to pay hours
  4. Return to R2/T2 status
  5. Remove hours from recipient's Donated Leave plan on L70.1

- 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 L70.1
  3. Process payment of hours on a handwrite.
  4. Remove hours from recipient's Donated Leave plan on L70.1

- 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 L70.1

Adjust Balance for Rounding

1. Remove hours from Donated Leave plan on L70.1
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

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