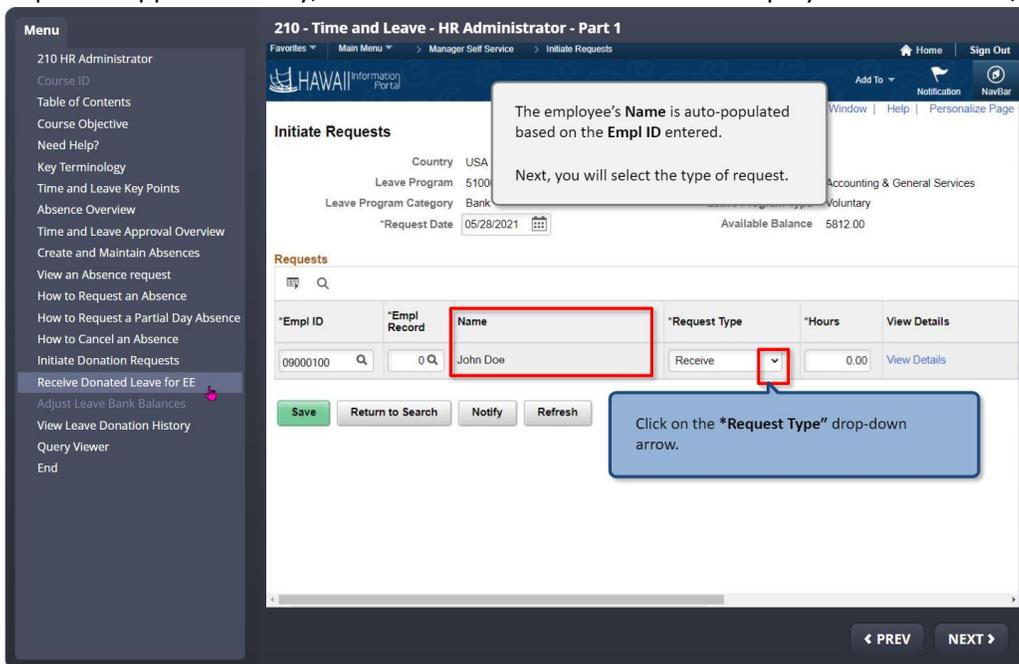


### Receive Donated Leave Processing

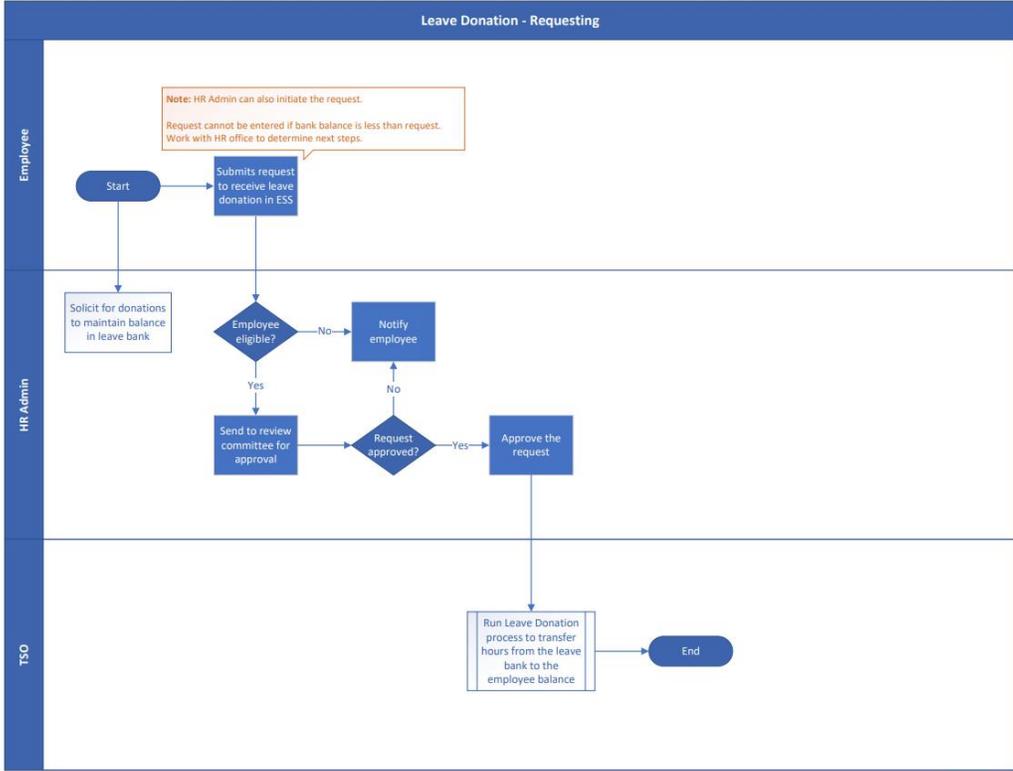
This guide is for HR Admins to process leave donation requests for employees who need to use received donated leave.

#### Timing Considerations for when leave is available to receiving employee:

- 1) For prior period use. Sometimes the receiving employee may be approved to use the received donated leave in the past. In this case a two-part transaction is recommended (instead of the process described in timing consideration 2 below). NOTE: The HR Admin would not approve the receiving employee’s request to receive donated leave in HIP, instead the HR Admin would process the following recommended two-part transaction adjustments as follows (see below Adjustment Procedures for leave donation received to be used in the past for detailed reference):
  - a. The department leave bank should be adjusted to reduce for the hours donated to the employee.
  - b. An adjustment should be made to increase the received donated hours for the employee in the appropriate period in the past so the received donated hours may be available for use. For example, if the employee should be able to use the received donated hours in August 2021, input the adjustment in the 8/1/2021 to 8/15/2021 period.
  
- 2) For current or future period use. The Time and Leave Initiate Requests function accessed via Global Payroll & Absence Mgmt > Payee Data > Leave Donations > Initiate Requests (for receive leave donation requests) transfers hours from the department leave share bank to the employee. The Request Date is for information purposes only. Once approved, the transaction occurs in the current open pay period and the received donated leave is available to the receiving employee from then. For example, if today is 1/16/22 and the employee is after the fact, the current open period is 1/1/22-1/15/22 (aligns with the next not finalized paycheck). If a request is approved today, the hours will be available for the employee to use from 1/1/22.



For employees who will use or take received donated leave in the current pay period or future, please reference the “Receive Donated Leave for EE” section of the HR Part 1 training at [https://files.hawaii.gov/dags/hip/210\\_PT1/story.html](https://files.hawaii.gov/dags/hip/210_PT1/story.html) and “Leave Donation – Requesting” at business process <https://ags.hawaii.gov/hip/files/2020/11/Leave-Donation-Requesting-BP.pdf>.



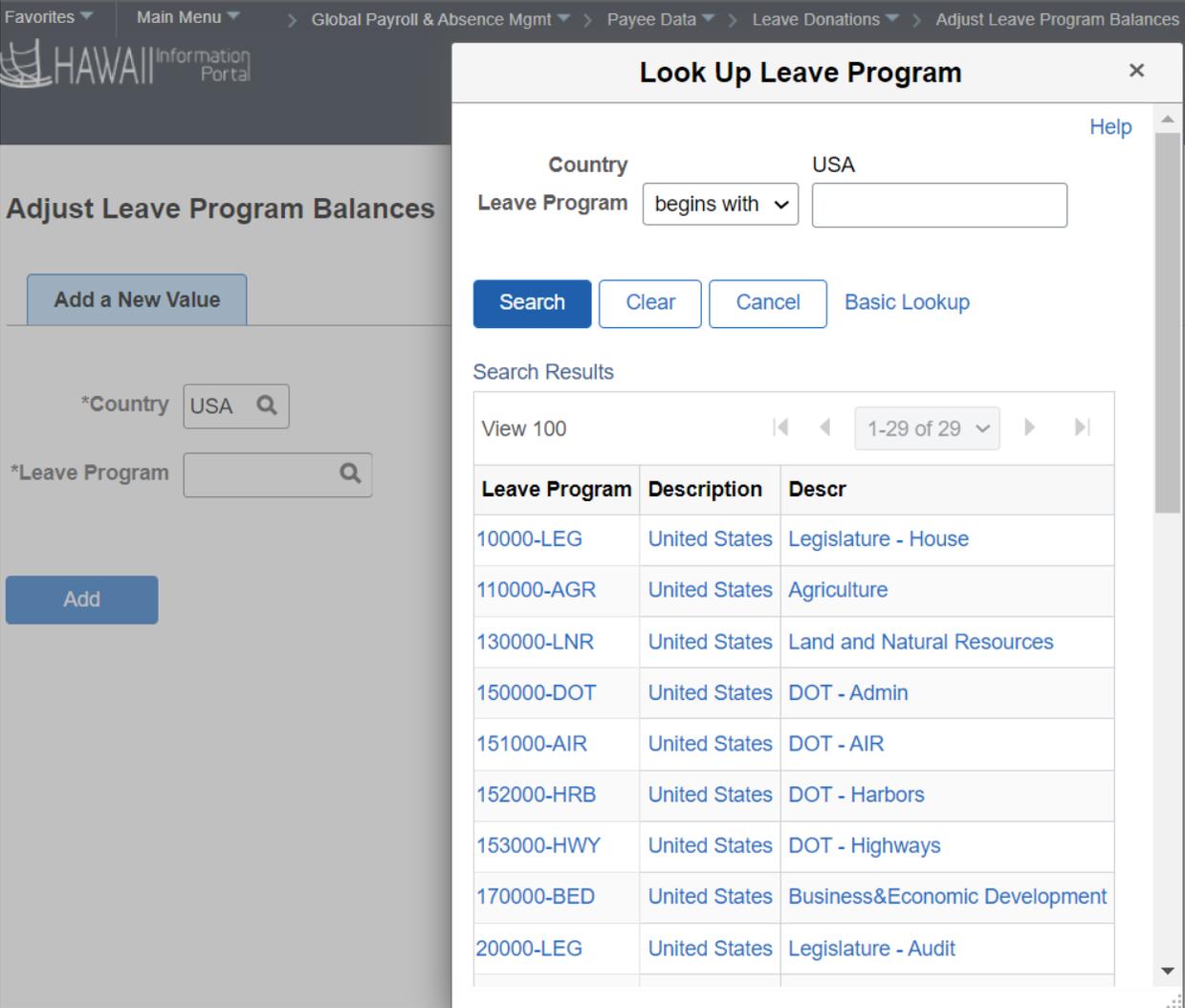
# Adjustment Procedures for leave donation received to be used in the past

For employees who are approved to use received donated leave for dates in the past please follow the steps below:

- A) Adjust the department leave share bank balance to reduce by the amount of hours the employee should receive.

For example, 88 hours donated to the department leave share bank need to be moved to receiving employee Kaleo Doe.

Navigate to Main Menu>Global Payroll & Absence Mgmt>Payee Data>Leave Donations>Adjust Leave Program Balance and choose the appropriate Leave Program.



**Look Up Leave Program**

Country: USA

Leave Program: begins with

Buttons: Search, Clear, Cancel, Basic Lookup

Search Results

Leave Program	Description	Descr
10000-LEG	United States	Legislature - House
110000-AGR	United States	Agriculture
130000-LNR	United States	Land and Natural Resources
150000-DOT	United States	DOT - Admin
151000-AIR	United States	DOT - AIR
152000-HRB	United States	DOT - Harbors
153000-HWY	United States	DOT - Highways
170000-BED	United States	Business&Economic Development
20000-LEG	United States	Legislature - Audit

For this example, we choose 420000-LBR and click the Add button



## Adjust Leave Program Balances

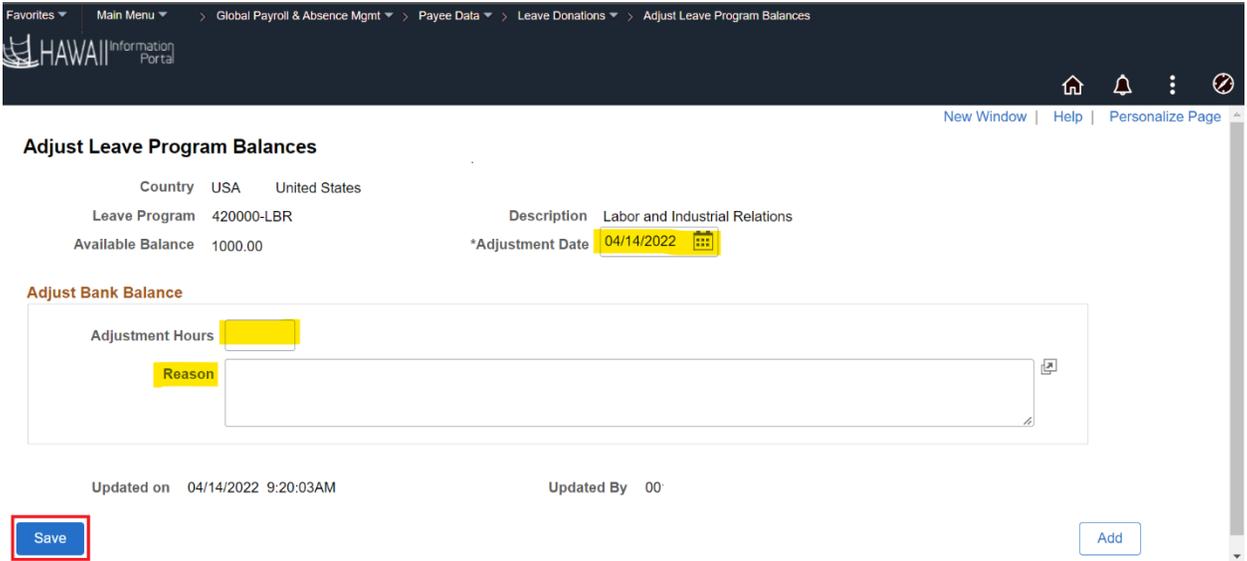
Add a New Value

\*Country USA

\*Leave Program 420000-LBR

Add

The Adjust Leave Program Balances Screen displays. For this example we will input the Adjustment Date, Adjustment Hours and Reason.



We update the Adjustment Date to 1/16/2022 (note this date is a label and the transaction will occur in the current period). Input adjustment hours and any comments in the Reason field if needed. The Available Balance will be updated after the nightly Absence Calculation Process.

Favorites Main Menu > Global Payroll & Absence Mgmt > Payee Data > Leave Donations > Adjust Leave Program Balances

HAWAII Information Portal

New Window | Help | Personalize Page

### Adjust Leave Program Balances

Country	USA	United States
Leave Program	420000-LBR	Description Labor and Industrial Relations
Available Balance	1000.00	*Adjustment Date 01/16/2022

#### Adjust Bank Balance

Adjustment Hours	-88
Reason	Adjustment to move 88 hours of leave donated retroactively to employee 00077000to be used for dates in the past. A corresponding entry will also be made to increase the employee's balance so leave may be available for use 1/16/2022. Note the current open period is 3/1/2022 for ATF employee.

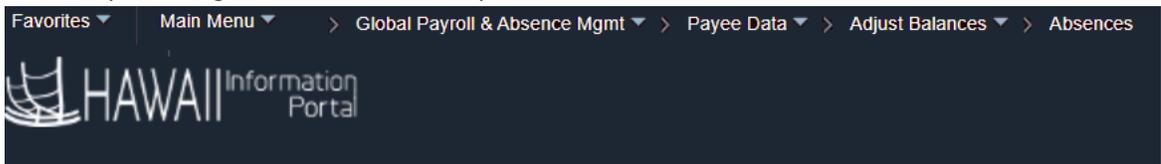
Updated on 04/14/2022 9:20:03AM Updated By 00

Save Add

B) Adjust the employee’s leave balance in the past to increase for the received donated hours.

For example, the current pay period is March 1, 2022 – March 15, 2022, for ATF employee Kaleo Doe. Other employees donated to the department leave share bank 88 hours and Kaleo Doe will be using the received donated leave beginning 1/16/2022. The adjustment needs to be made in the appropriate calendar period.

Navigate to Main Menu>Global Payroll & Absence Mgmt>Payee Data>Adjust Balances>Absences and lookup the receiving employee. If you leave the Period Begin Date and Period End Date blank, the Search will return all available periods. It is helpful to narrow the results by entering dates. For this example we enter 1/1/2022 – 3/15/2022.



## Absences

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

---

**▼ Search Criteria**

Empl ID	begins with ▼	<input type="text" value="00077000"/>
Empl Record	= ▼	<input type="text"/>
Pay Group	begins with ▼	<input type="text"/> <span style="float: right;">🔍</span>
Calendar ID	begins with ▼	<input type="text"/> <span style="float: right;">🔍</span>
Name	begins with ▼	<input type="text"/>
Period Begin Date	>= ▼	<input type="text" value="01/01/2022"/> <span style="float: right;">📅</span>
Period End Date	<= ▼	<input type="text" value="03/15/2022"/> <span style="float: right;">📅</span>

Case Sensitive

Search
Clear
Basic Search
📄 Save Search Criteria

The Search Results return the Calendar IDs for the requested employee and periods. For this example, click the link for the 1/16/2022 – 1/31/2022 Calendar ID ATF 2022S02.

[Favorites](#) [Main Menu](#) [Global Payroll & Absence Mgmt](#) [Payee Data](#) [Adjust Balances](#) [Absences](#)







### Absences

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Search Results

View All

 << < 1-5 of 5 > >>

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
00	0	ATF	<a href="#">ATF 2022S01</a>	Kaleo Doe	<a href="#">01/01/2022</a>	<a href="#">01/15/2022</a>
00	0	ATF	<a href="#">ATF 2022S02</a>	Kaleo Doe	<a href="#">01/16/2022</a>	<a href="#">01/31/2022</a>
00	0	ATF	<a href="#">ATF 2022S03</a>	Kaleo Doe	<a href="#">02/01/2022</a>	<a href="#">02/15/2022</a>
00	0	ATF	<a href="#">ATF 2022S04</a>	Kaleo Doe	<a href="#">02/16/2022</a>	<a href="#">02/28/2022</a>
00	0	ATF	<a href="#">ATF 2022S05</a>	Kaleo Doe	<a href="#">03/01/2022</a>	<a href="#">03/15/2022</a>

The Absences page displays, note below for this example the Begin and End Date match the row that was clicked above. Click the Element search icon.

The Look Up Element popup is displayed. For this example, click the HI VC RC ENT element link.

Additional information regarding available elements may be referenced at

<https://ags.hawaii.gov/hip/files/2021/11/Leave-Balance-Adjustment.pdf>

Element Name	Description	Country Code
HI EB SIC EN	Sick Earn as you go Sick Ent	USA
HI HFL ENT	HFL ENT	USA
HI VC RC ENT	Vacation Leave Receive Ent	USA
HI WC SICK E	HI WC SICK ENT	USA
HI SICK AE	Sick Entitlement	USA
HI WC VAC E	HI WC VAC ENT	USA
HI VAC ENT	Vacation Entitlement	USA
HI CNVSCK AE	CONVERSION SICK	USA
HI CNVVAC AF	CONVERSION VAC	USA

[Favorites](#) > [Main Menu](#) > [Global Payroll & Absence Mgmt](#) > [Payee Data](#) > [Adjust Balances](#) > [Absences](#)

**Absences**

Employee ID 00      Name Kaleo Doe      Empl Record 0  
 Pay Group ATF      Description State of Hawaii - ATF      Pay Entity SOH  
 Calendar ID ATF 2022S02      Begin Date 01/16/2022      End Date 01/31/2022

This Calendar is finalized. Any changes will be considered during retro processing.

**Balance Adjustments**

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI VC RC ENT	Vacation Leave Receive Ent	88	01/16/2022	01/31/2022	Receive donated leave

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)

The Element Name is populated with HI VC RC ENT. Enter the hours that the employees should receive and a comment if needed. In this case 88 hours is entered with a comment. Click Save if the data looks correct. The hours would be available for the employee to request from 1/16/22 after the nightly processes run.

Note: If any data already exists in the Balance Adjustment column, you will adjust the value returned in the Balance Adjustment column to include your adjustment. For example, if a value of 30 was already existing in the Balance Adjustment column due to another prior manual adjustment (with the HI VC RC ENT Element), we would add our 88-hour adjustment to the existing 30, change the value to 118, and add comments if needed before clicking the Save button.

Example of the Adjustment screen having an already-existing entry of the HI VC RC ENT adjustment.

[Favorites](#) > [Main Menu](#) > [Global Payroll & Absence Mgmt](#) > [Payee Data](#) > [Adjust Balances](#) > [Absences](#)

**Absences**

Employee ID 00      Name Kaleo Doe      Empl Record 0  
 Pay Group ATF      Description State of Hawaii - ATF      Pay Entity SOH  
 Calendar ID ATF 2022S02      Begin Date 01/16/2022      End Date 01/31/2022

This Calendar is finalized. Any changes will be considered during retro processing.

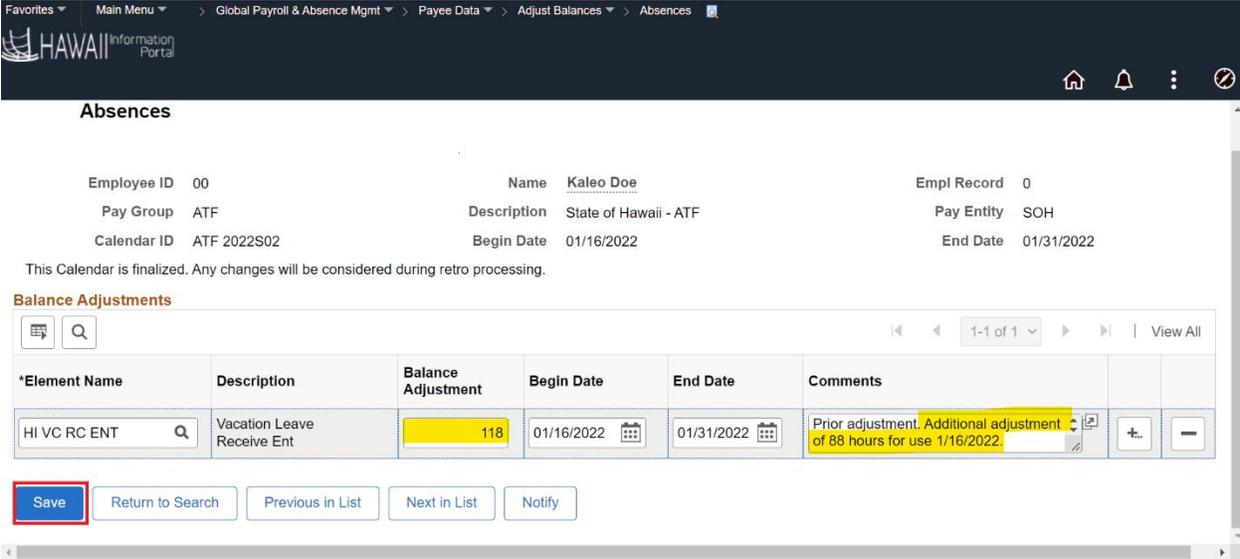
**Balance Adjustments**

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI VC RC ENT	Vacation Leave Receive Ent	30.000000	01/16/2022	01/31/2022	Prior adjustment.

[Save](#)   [Return to Search](#)   [Notify](#)

Note that any saved prior adjustments have a Balance Adjustment with a number configured with six decimal places.

Since the HI VC RC ENT element already exists on the page in this example, we would enter the 88-hour adjustment as an addition to the 30 hours on this page, changing it to 118 hours, adding additional comments, if necessary, and then saving the page.



**Absences**

Employee ID 00      Name Kaleo Doe      Empl Record 0  
 Pay Group ATF      Description State of Hawaii - ATF      Pay Entity SOH  
 Calendar ID ATF 2022S02      Begin Date 01/16/2022      End Date 01/31/2022

This Calendar is finalized. Any changes will be considered during retro processing.

**Balance Adjustments**

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI VC RC ENT	Vacation Leave Receive Ent	118	01/16/2022	01/31/2022	Prior adjustment. Additional adjustment of 88 hours for use 1/16/2022.

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

The adjusted balance amount will be updated after the nightly Absence Calculation runs. On the next day you can verify the amounts by running the HIP\_TL\_EE\_BAL\_BY\_PERIOD query and reviewing balances on the row for the 1/16/2022 period.

### Resources

- Navigation: Main Menu>Global Payroll & Absence Mgmt>Payee Data>Leave Donations>Adjust Leave Balances
- Navigation: Main Menu> Global Payroll & Absence Mgmt>Payee Data>Adjust Balances>Absences
- Query: HIP\_TL\_EE\_BAL\_BY\_PERIOD accessible by Leave Keeper/HR Admin
- Leave Balance Adjustment Supplementary Instructions:  
<https://ags.hawaii.gov/hip/files/2021/11/Leave-Balance-Adjustment.pdf>
- HR Admin Part 1 training (see Initiate Donation Request and Adjust Leave Bank Balances)  
[https://files.hawaii.gov/dags/hip/210\\_PT1/story.html](https://files.hawaii.gov/dags/hip/210_PT1/story.html)