

Receive Donated Leave Absence Take

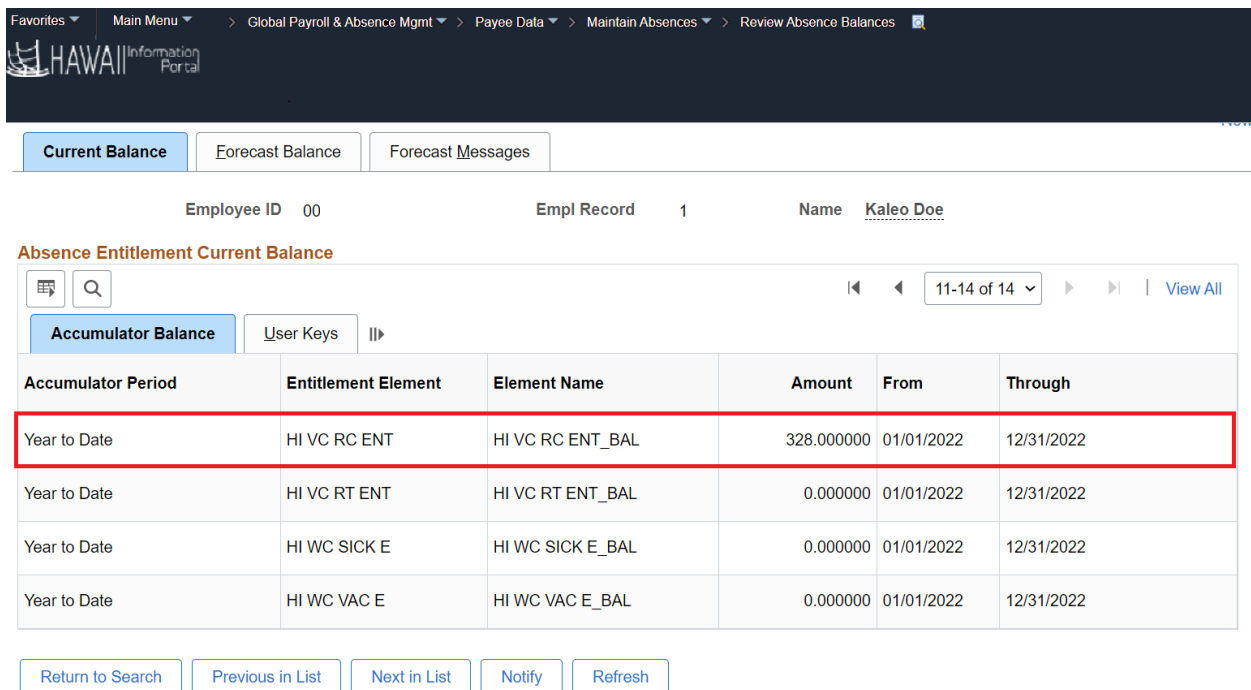
This guide is for HR Admins (and Leave Keepers) to enter vacation leave related to donations received, allowing HIP to draw the vacation leave from the employee’s received donated vacation balance.

The purpose of this leave is to allow HR Admins to enter vacation leave that directly targets the employee’s received donated vacation balance and allows for more accurate recordkeeping.

This “Received Vacation” absence take is only available to HR Admins and Leave Keepers via the **Create and Maintain Absences** page. Employees cannot report this type of vacation leave via Employee Self Service.

Part I: Review the employee’s current balance

1. To review the employee’s current balance, navigate to the **Review Absence Balances** screen.
 - a. Navigation: Main Menu> Global Payroll & Absence Mgmt> Payee Data> Maintain Absences> Review Absence Balances
 - i. Note that this balance reflects hours as of the last finalized check.
 - b. Alternatively, the **HIP_TL_EE_BAL_BY_PERIOD** query can also be run if you need an up-to-date review of the employee’s balance.
2. Search for the employee using the available search criteria.
3. The employee’s received donated vacation balance is reflected by the **HI VC RC ENT_BAL** element name. This denotes whether an employee has an available received donated vacation balance.
 - a. In this example, Kaleo Doe has a received donated vacation balance of 328 hours that can be used.



Employee ID 00 Empl Record 1 Name Kaleo Doe

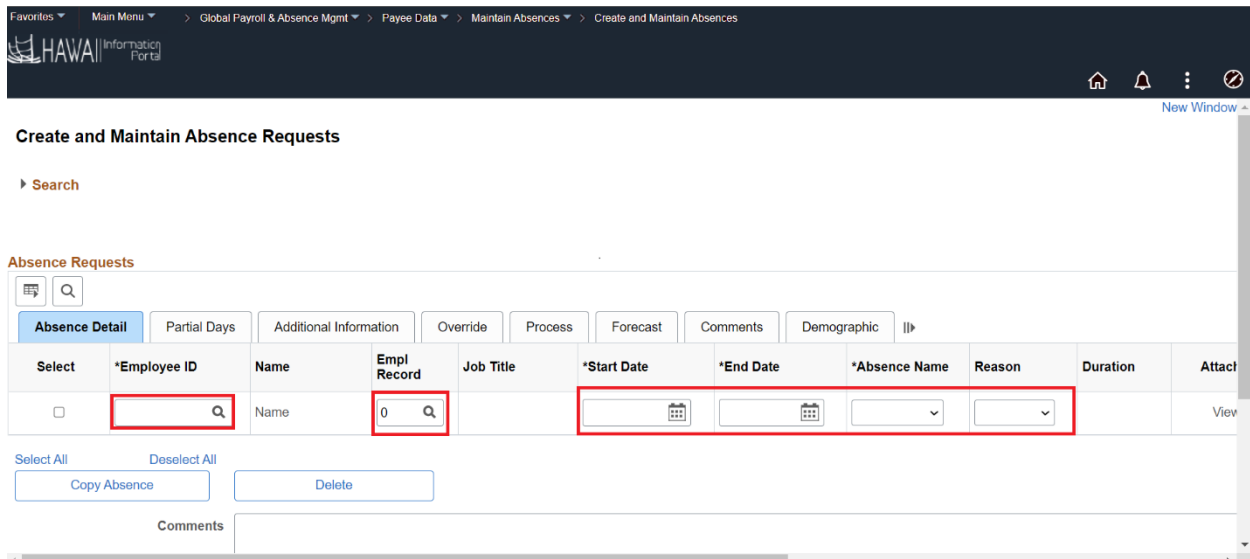
Absence Entitlement Current Balance

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	HI VC RC ENT	HI VC RC ENT_BAL	328.000000	01/01/2022	12/31/2022
Year to Date	HI VC RT ENT	HI VC RT ENT_BAL	0.000000	01/01/2022	12/31/2022
Year to Date	HI WC SICK E	HI WC SICK E_BAL	0.000000	01/01/2022	12/31/2022
Year to Date	HI WC VAC E	HI WC VAC E_BAL	0.000000	01/01/2022	12/31/2022

Part II: Enter the Received Vacation Take

Once the employee's received donated vacation balance has been verified, the received donated vacation take can be entered via the **Create and Maintain Absences** page.

1. Navigate to Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences
2. If entering a fresh absence, enter the **Employee ID, Empl Record, Start Date, End Date, Absence Name as 'Received Vacation', and Reason** (if applicable).
 - a. In this example, we will be entering a Received Vacation take from January 17, 2022, through February 28, 2022.



Create and Maintain Absence Requests

Search

Absence Requests

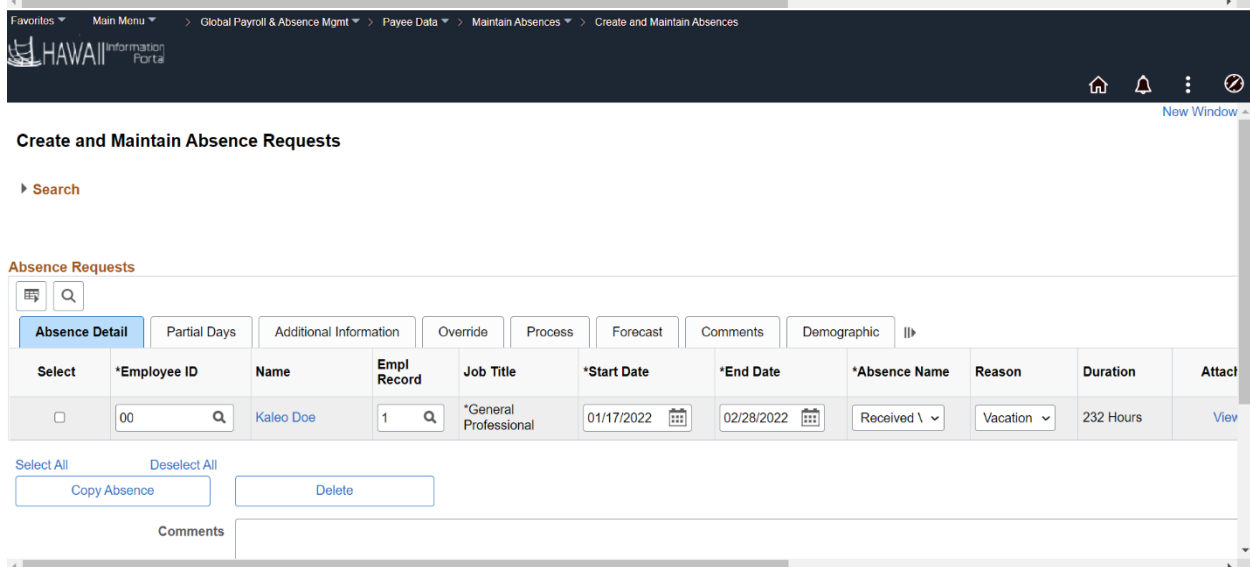
Absence Detail | Partial Days | Additional Information | Override | Process | Forecast | Comments | Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attach
<input type="checkbox"/>	<input type="text"/>	Name	0		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		View

Select All | Deselect All

Copy Absence | Delete

Comments



Create and Maintain Absence Requests

Search

Absence Requests

Absence Detail | Partial Days | Additional Information | Override | Process | Forecast | Comments | Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attach
<input type="checkbox"/>	00	Kaleo Doe	1	*General Professional	01/17/2022	02/28/2022	Received \	Vacation	232 Hours	View

Select All | Deselect All

Copy Absence | Delete

Comments

The **Duration** will auto-populate based on the employee's schedule and length of the leave.

3. Enter a comment, if necessary.
4. Select the received vacation leave and forecast.

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason
<input checked="" type="checkbox"/>	00	Kaleo Doe	1	*General Professional	01/17/2022	02/28/2022	Received v	Vacation

Select All Deselect All

Copy Absence Delete

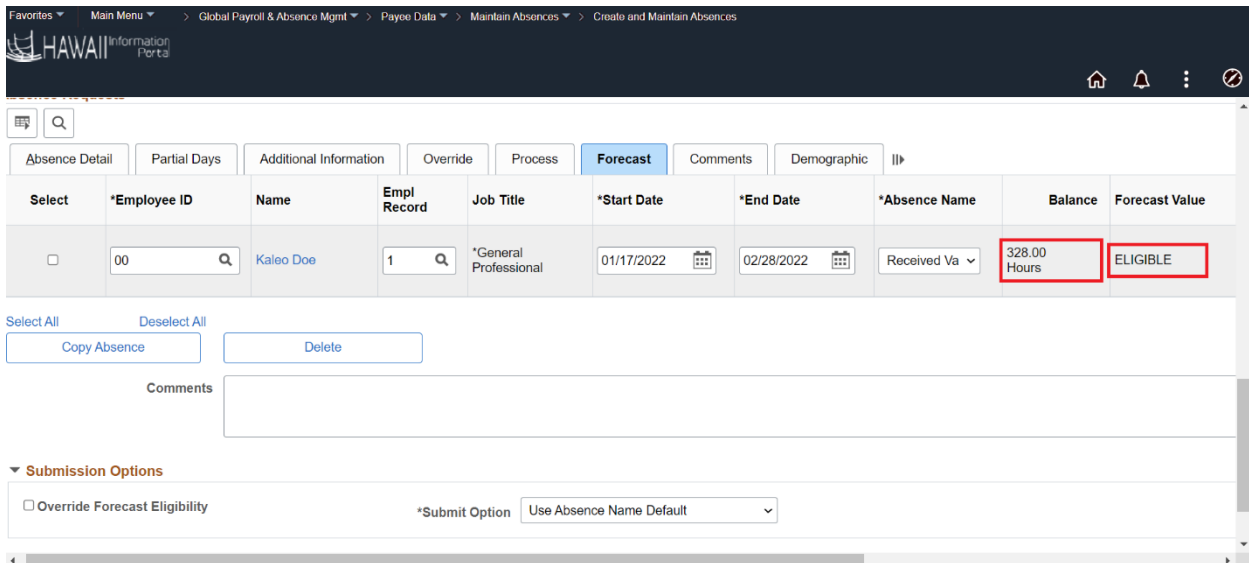
Comments

▼ Submission Options

Override Forecast Eligibility *Submit Option Use Absence Name Default

Submit Forecast

5. Once the page has saved, navigate to the **Forecast** tab, and check the **Forecast Value**. Since we already double-checked that the employee has the requisite received donated vacation balance prior to entering this leave, the forecast value returns as **ELIGIBLE**.
 - a. If the employee does not have the requisite balance, the forecast will return as **INELIGIBLE**.



Favorites Main Menu > Global Payroll & Absence Mgmt > Payroll Data > Maintain Absences > Create and Maintain Absences

HAWAII Information Portal

Forecast

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Balance	Forecast Value
<input type="checkbox"/>	00	Kaleo Doe	1	*General Professional	01/17/2022	02/28/2022	Received Va	328.00 Hours	ELIGIBLE

Select All Deselect All

Copy Absence Delete

Comments

▼ Submission Options

Override Forecast Eligibility *Submit Option Use Absence Name Default

6. Select the leave again, change the **Submit Option**, as necessary, and submit the absence. Depending on the submit option, it will either be approved automatically or route to the HR Admin for approval.

[Favorites](#) > [Main Menu](#) > [Global Payroll & Absence Mgmt](#) > [Payee Data](#) > [Maintain Absences](#) > [Create and Maintain Absences](#)

[Absence Detail](#) | [Partial Days](#) | [Additional Information](#) | [Override](#) | [Process](#) | **Forecast** | [Comments](#) | [Demographic](#)

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Balance	Forecast Value
<input checked="" type="checkbox"/>	00	Kaleo Doe	1	*General Professional	01/17/2022	02/28/2022	Received Va	328.00 Hours	ELIGIBLE

[Select All](#) | [Deselect All](#) | [Copy Absence](#) | [Delete](#)

Comments

Submission Options
 Override Forecast Eligibility | *Submit Option Use Absence Name Default

[Submit](#) | [Forecast](#)

7. Once the Received Donated Vacation leave is approved, the nightly absence calculation will process the leave, generate payable time using the **VRC** reporting code, and change the employee’s received donated vacation balance.
8. After the nightly absence calculation process is complete, you will see the Received Vacation appear on Payable Time with the **VRC** reporting code.
 - a. The VRC reporting code can be referenced in the event queries such as the **HIP_TL_EE_APPRVD_LV_DTRNG_EE** (used to report approved leave for a date range for a single employee) are used.
 - b. Screenshot below is taken from **Payable Time Detail**, which can be accessed from: Main Menu> Manager Self Service> Time Management> View Time> Payable Time Detail

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [View Time](#) > [Payable Time Detail](#)

Payable Time Detail

Kaleo Doe Employee ID 00
Employment Record 1

Actions
 Start Date 01/24/2022
 End Date 01/24/2022

Payable Status Filter

Payable Time

Payable Time						
Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval			
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
01/24/2022	Approved		VRC	8.00	Hours	

[Return to Select Employee](#)