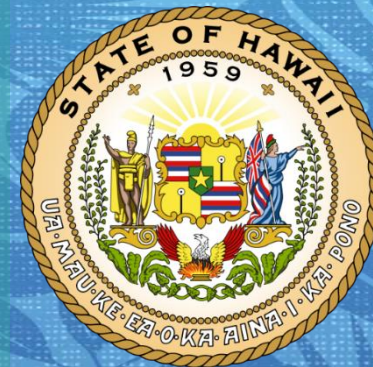




# HIP Time and Leave Refresher Training

December 19, 2022



**Department of Accounting and General Services**  
in coordination with the  
**Office of Enterprise Technology Services**

# TOPICS

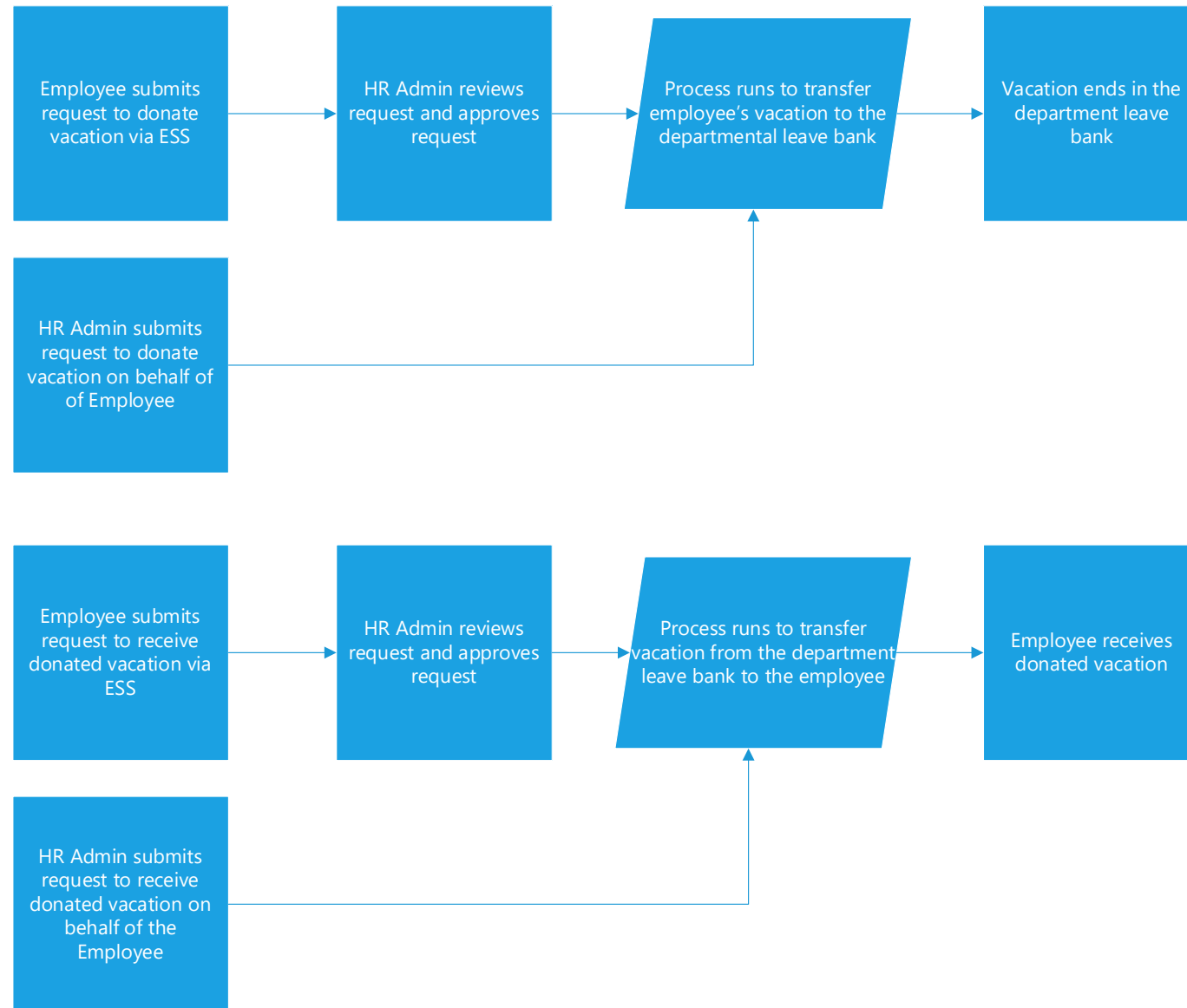
1. Leave Donation Processing
  - Framework
  - Donating Leave Process
  - Receiving Leave Process
  - Returning Unused Received Vacation Process
  - Adjusting Departmental Leave Bank Balance
2. Tips for HR Admins
3. Resources



# DISCLAIMER

- The specific scenarios outlined in this training have been simplified for training purposes.
- Figures used to illustrate payment information is fictitious for training purposes.
- As individual employees' circumstances and situations are different, please consult with your HR Authority for specific guidance on entering employee data.

# Leave Donation Framework



# Donating Leave

- Employee can submit a request to donate excess vacation leave using the HIP NavBar:
  - *Menu> Self Service> Leave Transfer Requests> Donate Leave Request*
- HR Admins can submit a donation request on behalf of an employee
  - *Menu> Global Payroll & Absence Mgmt> Payee Data> Leave Donations> Initiate Requests (use **Donate** request type)*
- Donations can be entered at any time during the year (special timing considerations needed for year-end)

# Receiving Leave

- Employee can submit a request to receive vacation leave using the HIP NavBar:
  - *Menu> Self Service> Leave Transfer Requests> Receive Donated Leave Request*
- HR Admins can submit request for an employee to receive vacation on their behalf:
  - *Menu> Global Payroll & Absence Mgmt> Payee Data> Leave Donations> Initiate Requests (use **Receive** request type)*
- HR Admins need to verify the number of hours employee requests
  - No restriction on the number of hours an employee can request – must fit within departmental standards
- Does not bypass departmental procedures on applying to receive vacation

# Receiving Leave

- Received Vacation balance is denoted as **HI VC RC ENT\_BAL** when looking at the Review Absence Balances screen
- Received Vacation is held in a separate “bucket” than regular Vacation

Employee ID [REDACTED] Empl Record 1 Name [REDACTED]

**Absence Entitlement Current Balance**

Accumulator Balance | User Keys

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	HI VC RC ENT	HI VC RC ENT_BAL	272.000000	01/01/2022	12/31/2022

# Using Received Donated Vacation

- HR Admins utilize **Create and Maintain Absences** to enter Received Vacation that the employee has used
  - *Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences*

The screenshot displays the 'Create and Maintain Absence Requests' interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences. The page title is 'Create and Maintain Absence Requests'. Below the title is a search bar with a magnifying glass icon. The main section is titled 'Absence Requests' and contains a table with the following columns: Select, \*Employee ID, Name, Empl Record, Job Title, \*Start Date, \*End Date, \*Absence Name, Reason, Duration, and Attach. A single row is visible for Kaleo Doe, with an Employee ID of 00, Job Title of \*General Professional, Start Date of 01/17/2022, End Date of 02/28/2022, Absence Name of Received \, Reason of Vacation, and Duration of 232 Hours. Below the table are buttons for 'Select All', 'Deselect All', 'Copy Absence', and 'Delete'. There is also a 'Comments' field.

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



# Using Received Donated Vacation

- Verify in the **Forecast** tab that the employee is eligible to use the received vacation

The screenshot shows the 'Forecast' tab in the Hawaii Information Portal. The breadcrumb trail is: Favorites > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences. The page title is 'HAWAII Information Portal'. The 'Forecast' tab is selected among other tabs: Absence Detail, Partial Days, Additional Information, Override, Process, Forecast, Comments, and Demographic. Below the tabs is a table with the following data:

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

Below the table are buttons for 'Select All', 'Deselect All', 'Copy Absence', and 'Delete'. There is also a 'Comments' text area. At the bottom, under 'Submission Options', there is a checkbox for 'Override Forecast Eligibility' and a dropdown menu for '\*Submit Option' set to 'Use Absence Name Default'.

# Returning Unused Received Donated Vacation

- Employee can submit a request to return unused received vacation leave using the HIP NavBar:
  - *Menu> Self Service> Leave Transfer Requests> Return Unused Leave Request*
- HR Admins can submit a request to return unused donated vacation on behalf of an employee
  - *Menu> Global Payroll & Absence Mgmt> Payee Data> Leave Donations> Initiate Requests (use **Return** request type)*
- Return transaction will return all the employee's remaining received vacation balance
  - Ensure that all received vacation leave taken has been entered prior to returning

# At-a-Glance View of Employee's Leave

- **HIP\_TL\_EE\_BAL\_BY\_PERIOD** query allows Leave Keepers and HR Admins to review employee's donated and received vacation per period
- Columns related to Vacation Donation or Received Donated Vacation:
  - **PRD Vac Don** – Indicates number of hours Employee has donated in period
  - **PRD VacDonRcAdj** – Indicates number of hours of Received Vacation that has been manually adjusted in the period (*+ addition of hours, - subtraction of hours*)
  - **PRD VacDonRcTkn** – Indicates number of Received Vacation hours used in period
  - **Vacation Donation Received Bal** – Indicates total balance of Received Vacation
  - **Vacation Donation Returned Bal** – Indicates number of Received Vacation hours that was returned

# Adjusting Departmental Leave Bank Balance

- HR Admins can adjust the departmental leave bank balance:
  - *Main Menu> Global Payroll & Absence Mgmt> Payee Data> Leave Donations> Adjust Program Leave Balances*
- Enter **USA** in the **Country** prompt
- Enter the appropriate department for the leave program – All departments will appear in search results
- Adjustments processed overnight along with other donation/receive transactions

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

HAWAII Information Portal

### Adjust Leave Program Balances

Add a New Value

\*Country USA 🔍

\*Leave Program 🔍

Add

# HR Admin Tips

- **Leave Donation** module always defaults processing to the current open absence calendar period (coincides with payroll processing)
  - *e.g.* Current payroll processing for January 5 check – Open absence calendar for ATF: 12/1 – 12/15, LAG: 12/16 – 12/31
- If donation or received leave needs to be processed for a retroactive period, adjustments need to be made
  - Refer to the [Receive Donated Leave Processing Quick Guide](#) for tips on how to process retroactive transactions
  - Adjust department leave bank, then adjust the employee's vacation (or received vacation if retro receiving) balance
- **HIP\_TL\_EE\_BAL\_BY\_PERIOD** best for simply reviewing donated/received leave balances and transactions
  - **Results by Calendar Group** page may also be used (provides complete absence data), guide is linked [here](#) (and on the **Additional Resources** slide)

# Additional Resources

- [Leave Donation – Donating Business Process Diagram](#)
- [Leave Donation – Requesting Business Process Diagram](#)
- [Receive Donated Leave Processing Quick Guide](#)
- [Receive Donated Leave Absence Take Guide](#)
- [Leave Balance Adjustment Supplementary Guide](#)
- [How to Use the Results by Calendar Group Page Guide](#) (Word Doc)



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**MAHALO FOR YOUR TIME!**