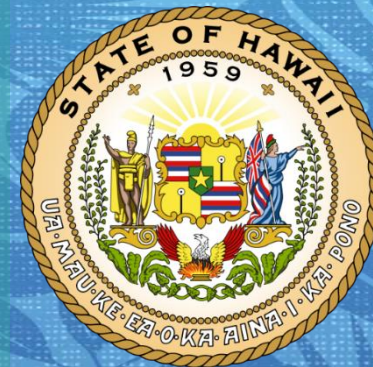# HIP Time and Leave Refresher Training

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
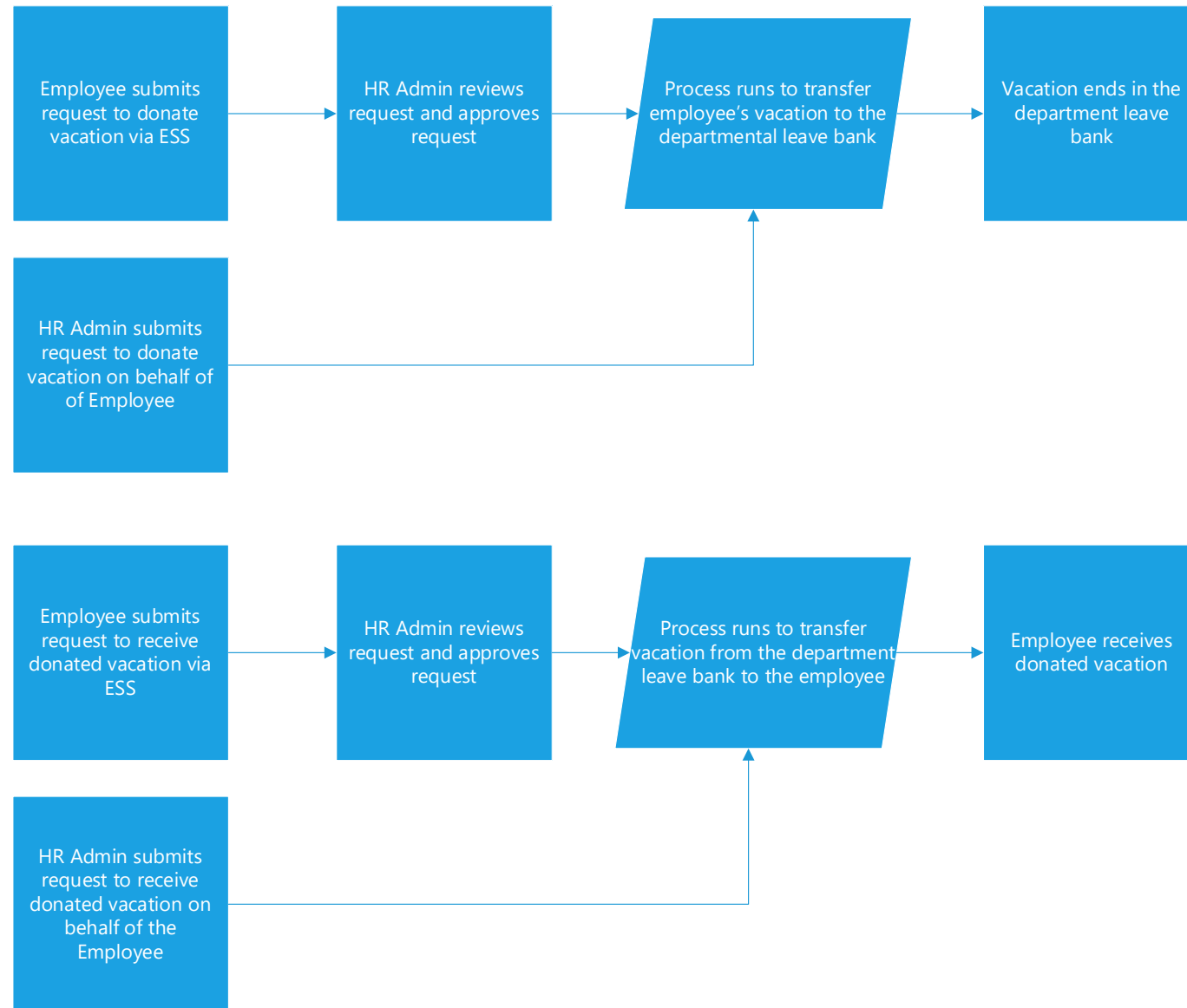
Donating Leave

- 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

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*

Using Received Donated Vacation

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

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

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)

MAHALO FOR YOUR TIME!