TM-51 PA61 Received Shared Leave Donor

Purpose

The purpose of this Business Process Procedure is to explain how to create an Infotype 613 (IT0613) donation record in the Integrated HR-Payroll System for an employee who donates leave to another employee approved to participate in the Voluntary Shared Leave (VSL) program.

Business Process Procedure Overview

The State of NC has a policy that permits an employee to donate leave to another employee who has been approved to participate in the Voluntary Shared Leave (VSL) program. An employee can donate Vacation, Bonus, or Sick leave to another employee according to OSHR policy. The Absence Donation Administration Infotype (613) enables the leave donation functionality.

There is a single subtype for Infotype 613 that is relevant for leave donations: Donation (Subtype 0001). Upon creation, the donation record (IT0613) will automatically create a time quota compensation record (infotype 0416) to deduct the amount from the donor’s balances and a quota correction record (infotype 2013) to apply the donation to the receiving employee’s Received Shared Leave quota.

Critical: In order for a leave donation to be processed correctly, the receiving employee must have a current Absence Pool record (Infotype 696). These steps are detailed in the TM-52 Received Shared Leave (Recipient) BPP. Verify that the IT696 eligibility record exists for the recipient employee before continuing.

This BPP will detail:

- Creating a leave donation record.
- Verifying the deduction from the selected quota.

Note: If processing Received Shared Leave across agencies, a ticket should be submitted to BEST@ncosc.gov for assistance by the receiving agency.

Access Transaction

Via Transaction Code: PA61

Processing Donation(s)

There are 11 steps in this process.

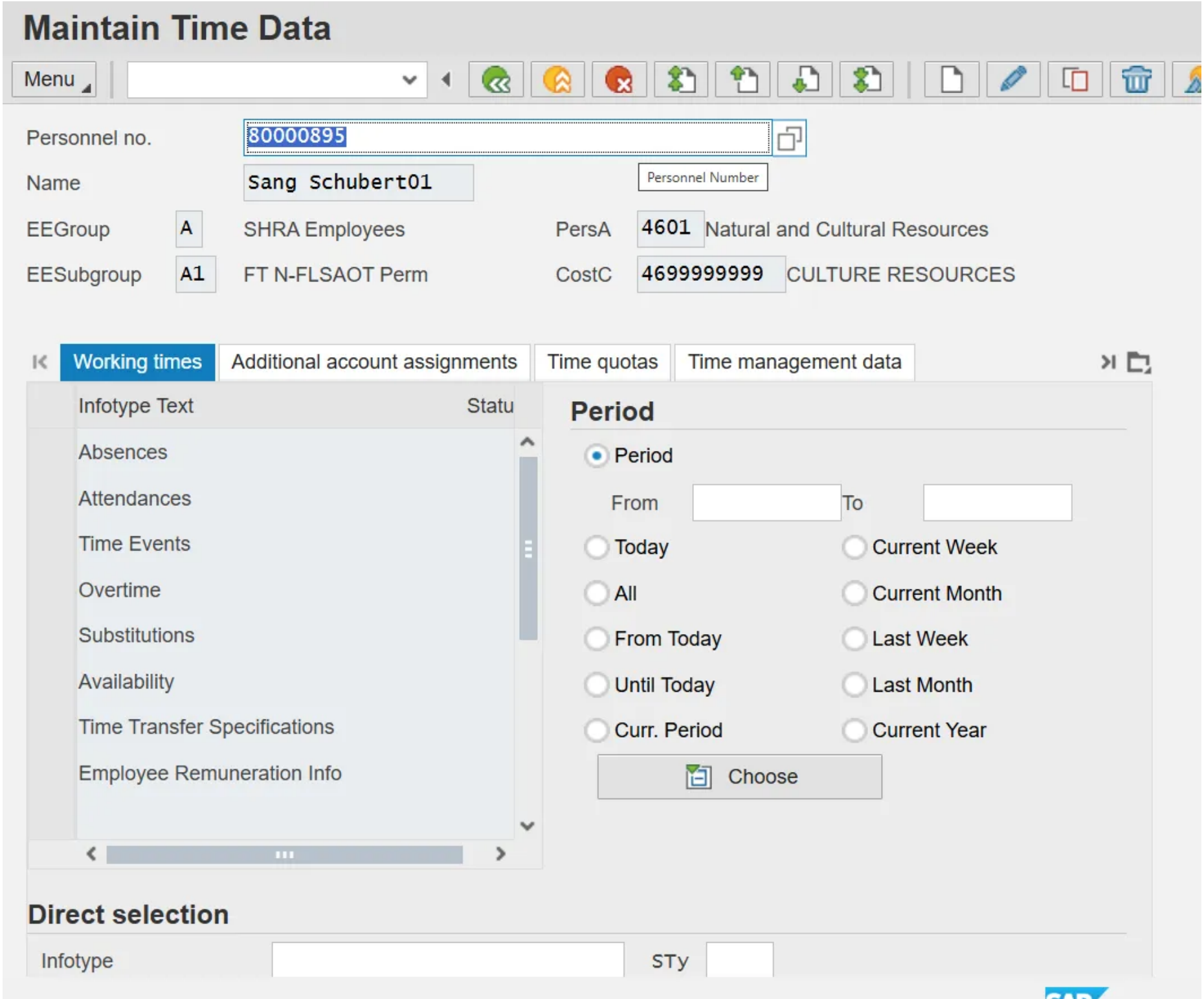
Step 1. In the Command field in the upper left corner of the screen, enter **PA61** to open the Maintain Time Data transaction and click the Enter button to the left of the Command field or click Enter on your keyboard. 1. Or, if you have previously added this transaction to your Favorites folder, double click PA61.

Image



Step 2. Enter the donor employee’s personnel number in Personnel no. field and click Enter on your keyboard. Example: 80000895.

Image

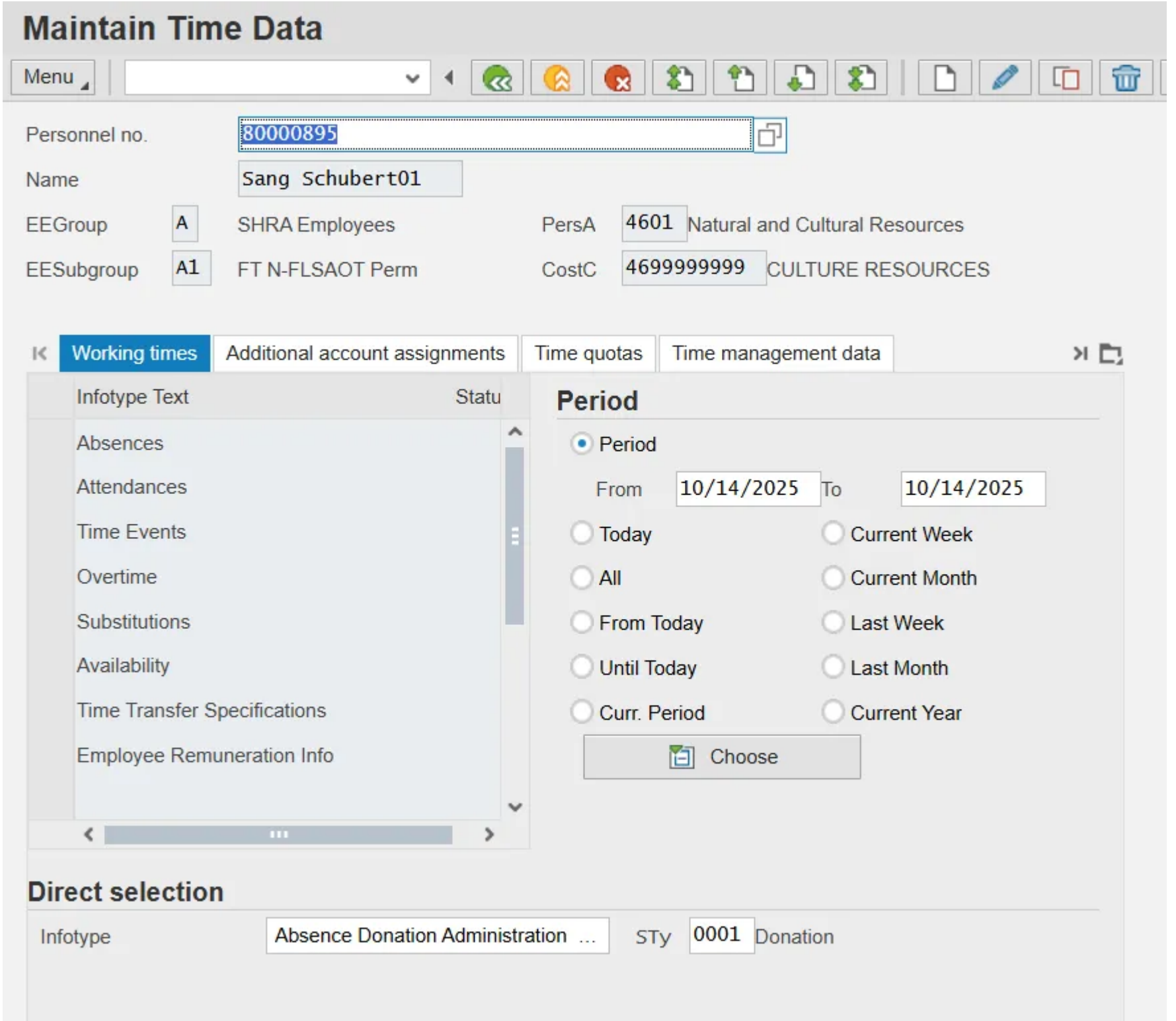

Maintain Time Data
Menu
Personnel no.
80000895
Name
Sang Schubert01
Personnel Number
EEGroup
A
SHRA Employees
PersA
4601
Natural and Cultural Resources
EESubgroup
A1
FT N-FLSAOT Perm
CostC
4699999999
CULTURE RESOURCES
Working times
Additional account assignments
Time quotas
Time management data
Infotype Text
Statu
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info
Period
Period
From
To
Today
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
STy

Step 3. In the Period selection area on the right, enter the effective date of the received shared leave donation in the From and To fields. The From and To fields should contain the same date and reflect the date of the donation. Example: 10/14/2025

Step 4. In the Direct Selection area at the bottom, enter **613** in the Infotype field and click Enter on your keyboard. You will see **Absence Donation Administration** displayed.

Step 5. Then, enter **0001** in the STy field and click Enter on your keyboard. You will see **Donation** displayed.

Image


Maintain Time Data
Menu
Personnel no.
80000895
Name
Sang Schubert01
EEGroup
A
SHRA Employees
PersA
4601
Natural and Cultural Resources
EESubgroup
A1
FT N-FLSAOT Perm
CostC
4699999999
CULTURE RESOURCES
Working times
Additional account assignments
Time quotas
Time management data
Infotype Text
Statu
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info
Period
Period
From
10/14/2025
To
10/14/2025
Today
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
Absence Donation Administration ...
STy
0001
Donation

Step 6. Click the **Create** button or (F5).

Image

Create Absence Donation Administration US(0613)

Menu

Personnel No	80000895		Name	Sang Schubert01	
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	10/14/2025				

Absence Donation Administration US

Abs.quota type *

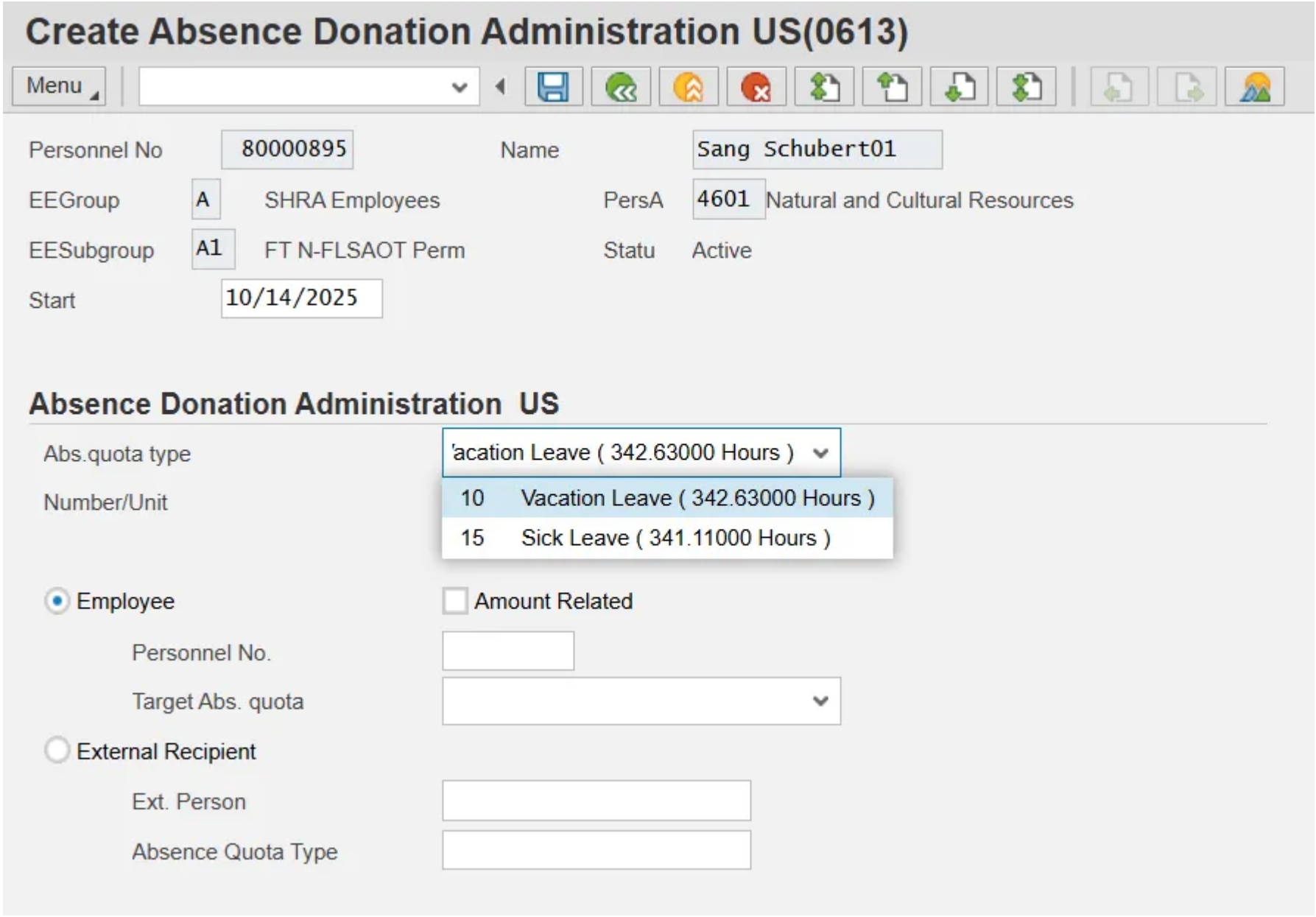
Number/Unit *

- (•) Employee
  - Personnel No.
  - Target Abs. quota
- ( ) External Recipient
  - Ext. Person
  - Absence Quota Type

[ ] Amount Related

Step 7. Click the **Abs. quota type** drop-down list. Policy approved quotas include Vacation Leave, Sick Leave, and Bonus Leave. Only the acceptable leave donating absence quota types will appear in the selection list.

Image



Step 8. Select the appropriate quota. Example: **Vacation Leave** (342.63000 Hours) selected in the list box.

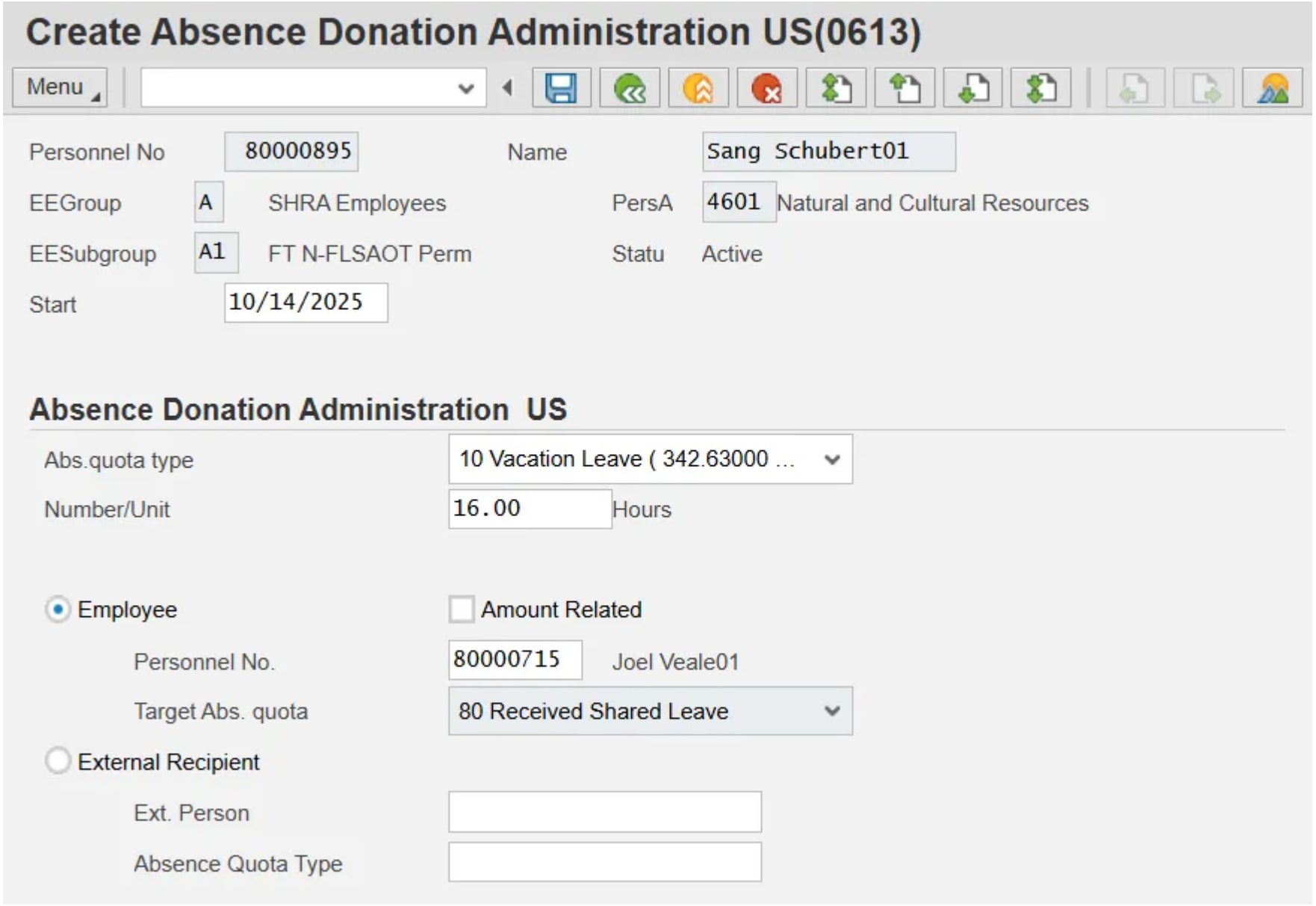
Step 9. In the Number/Unit field, Enter number/unit equal to the donated hours. Example: 16.

Note: Refer to OSHR Voluntary Shared Leave Policy for minimum donation amounts associated with the VSL program.

Step 10. In the Personnel no. field, enter the personnel number for the employee receiving the donation and click Enter on your keyboard. Example: 80000715

Note: Clicking Enter after entering a personnel number refreshes the transaction. Once refreshed, the recipient's name will populate, and the Target Abs. quota field generates the default quota 80 Received Shared Leave. Target Abs. quota Received Shared Leave defaults as the only allowable quota. Selection of a different quota type is not allowed per OSHR policy.

Image



Step 11. Click the **Save** button (Ctrl+S).

Note: When you Save the IT613-0001 record, an IT2013-80 record is created for the receiving employee in the background. The IT2013 record will be saved with the “Do not change transfer time” option selected as default and should never be changed.

Reviewing Quota Correction

There are 5 steps in this process.

In the previous steps, the Donor employee donated 16 hours of Vacation leave. In the steps below, the donated 16 hours are shown as a quota correction (IT2013) record for the Recipient.

Step 1. While still in transaction code **PA61** Maintain Time Data, enter the Recipient’s personnel number in the Personnel no. field in place of the Donor’s and click enter on your keyboard. Example: 80000715

Note: Clicking Enter after entering a personnel number refreshes the transaction. Once refreshed, the recipient’s name will populate.

Step 2. Click the **All** radio button.

Step 3. In the **Direct selection** section, enter **2013** in the Infotype field and click Enter on your keyboard.

Step 4. In the **STy** field, enter **80** and click Enter on your keyboard.

Image

Maintain Time Data

Menu

Personnel no.	80000715				
Name	Joel Veale01				
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	CostC	4699999999	CULTURE RESOURCES

Working times | Additional account assignments | Time quotas | Time management data

Infotype Text	Statu
Absences	
Attendances	
Time Events	
Overtime	
Substitutions	
Availability	
Time Transfer Specifications	
Employee Remuneration Info	

Period

- ○ Period
  - From 01/01/1800 To 12/31/9999
- ○ Today
- ○ Current Week
- ● All
- ○ Current Month
- ○ From Today
- ○ Last Week
- ○ Until Today
- ○ Last Month
- ○ Curr. Period
- ○ Current Year

Choose

Direct selection

Infotype: Quota Corrections STy: 80 Received Shared Leave

Step 5. Click the **Overview** button (Shift+F8).

Note: The donated leave will be available to the receiving employee the day after the effective date (Start/End dates) once the nightly Time Evaluation program has processed the donation.

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