

9.2 Entering and Processing Shared Leave

Purpose: Use this document as a reference for how to enter shared leave in ctcLink.

Audience: Absence Management Administrators.

❗ You must have at least one of these local college managed security roles:

- ZZ Shared Leave Mngmt

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

The **Shared Leave** page allows users to make a record of the leave donation; it does not actually perform the process. In order to adjust leave for employees related to shared leave, follow the instructions on the [9.2 Correcting or Reversing Leave Balances/Running the Absence Management Off Cycle on Demand Process QRG](#).

Entering and Processing Shared Leave

Step 1 - Entering Shared Leave

Navigation: NavBar > Navigator > Global Payroll Absence Management > CTC Custom > Shared Leave

1. The Shared Leave search page displays.
2. Select the **Add a New Value** tab.
3. The **SL Case No** defaults to **NEW**.
4. Select the **Add** button.

Shared Leave

Find an Existing Value **Add a New Value**

SL Case No. x

Add

Find an Existing Value | Add a New Value

5. The Shared Leave page displays.
6. Enter the appropriate company code in the **Company** field.
7. Enter the **Empl ID** of the employee who is receiving the leave donation.
8. Select the **Save** button.
9. Enter the **Empl ID** of the employee who is *donating* the leave in the **Donor ID** field.
10. Select the **Element Name lookup** icon and select the appropriate element (field becomes available after Donor ID is entered).
11. Enter the amount of donated hours in the **Donated Hours** field.
12. Select the **status** of the donation (Approved, Denied or Adjusted) by selecting the **appropriate checkbox**.
13. **NOTE: Upon checking the Approved box, the Recipient received hours calculates and displays in the field.**
14. Select the **Save** button again to save all entries.

Shared Leave

SL Case No.: 2020032300001 **Company** Opened Date: 03/23/2020

Empl ID:

Empl Record:

Career Shared Leave Used: 0.00 Remaining Shared Leave Elig: <176.00 Benefit Factor: 1.45

Recipient Data														
SL Case No.	Recipient ID	Name	Empl Record	Agency Name	Recipient Rate	Shared Leave Approved Amt	Received Hours	Share Leave Used	Share Leave Pending	Share Leave Util	Returned Unused	Hours To Be Returned	Value of Hrs Returned	Declining Returned Value
2020032300001	101		0		38.45	2243.82	39.98				<input type="checkbox"/>			

Donor Data																	
SL Case No.	Donor ID	Seq Num	Element Name	Hours	Empl Record	Agency Name	Donated Hours	Approved	Denied	Adjusted	Approved Hours	Donor Rate	Donation Value	Translated Hours	Returned?	Returned Hours	Returned Value
2020032300001	101		VAC F 890		2		12.26	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32.26	47.64	2243.82	39.98	<input type="checkbox"/>		

Save **Notify**

15. The process to enter shared leave is now complete.

Step 2 - Entering Absence Balance Adjustment for Donor and

Recipient

! You must have at least one of these local college managed security roles:

- ZZ Abs Events and Adjs
- ZZ SS ABS Administration

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

1. The Absences search page displays.
2. Enter the **Employee ID** and **Pay Group**.
3. Select **Search**.
4. The Search Results display.
5. Select the **Last Finalized Entitlement Calendar**. (Example For 03A and 03B Payroll, Finalized Entitlement calendar is FEB ENT (GLBL 2020 FEB ENT)).

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 101

Empl Record = 2

Pay Group begins with E890AM

Calendar ID begins with

Name begins with

Period Begin Date >= 01/01/2020

Period End Date <=

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-36 of 36

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
101007407	2	E890AM	890 ENT2020M01		01/01/2020	01/31/2020
101007407	2	E890AM	890 TAK2020S01		01/01/2020	01/15/2020
101007407	2	E890AM	890 TAK2020S02		01/16/2020	01/31/2020
101007407	2	E890AM	890 ENT2020M02		02/01/2020	02/29/2020
101007407	2	E890AM	890 TAK2020S03		02/01/2020	02/15/2020
101007407	2	E890AM	890 TAK2020S04		02/16/2020	02/29/2020

6. The Absence page displays.
7. Enter the **Element Name** (donor donation leave type).
8. Enter the absence adjustment hours (**Balance Adjustment**).

9. Select **Save**.
10. Select the **Return to Search** button to enter the recipient search criteria.

Absences

Employee ID [REDACTED] Name [REDACTED] Empl Record 2
 Pay Group E890AM Description Semi-Monthly Fulltime Exempt Pay Entity 890 ABS1
 Calendar ID 890 ENT2020M02 Begin Date 02/01/2020 End Date 02/29/2020

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

Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
VAC E 890	890 Vacation Ent SBCTC	-32.26	02/01/2020	02/29/2020	

11. The Absences page displays for recipient.
12. Enter the **Element Name** (SBCTC SLV).
13. Enter the **Balance Adjustment**.

Absences

Employee ID 101 [REDACTED] Name [REDACTED] Empl Record 0
 Pay Group E890AM Description Semi-Monthly Fulltime Exempt Pay Entity 890 ABS1
 Calendar ID 890 ENT2020M02 Begin Date 02/01/2020 End Date 02/29/2020


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

Balance Adjustments


*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
SBCTC SLV	SBCTC Shared Leave	39.990000	02/01/2020	02/29/2020	

14. Select **Save**.
15. Process complete.

Step 3 - Running Off Cycle Process Adjustments

 Off-cycle absence processing refers to processing absences and making corrections to finalized results outside of the normal absence schedule. Off cycle transactions are typically made to correct prior absence results or to zero out leave balances for terminated employees. There are three components to running the Off Cycle On Demand process:

1. Create the Request
2. Create the Calendar Group
3. Calculate

 You must have at least one of these local college managed security roles:

- ZZ Abs Off Cycle Processing
- ZZ SS ABS Administration

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Off Cycle > Off Cycle On Demand

1. The Off Cycle on Demand search page displays.
2. Select **Add a New Value** tab.
3. Enter the same **Pay Group** used in previous section.
4. Enter the **Target Period ID**. This is the period to be corrected.
5. Enter the **Off Cycle Group**. Create an Off Cycle Group Name for your reference.
6. Select the **Add** button.

Off Cycle On Demand

Find an Existing Value **Add a New Value**

Pay Group

Target Period ID

Off Cycle Group

Add

7. The Off Cycle on Demand page displays.
8. Select the **Create Request** button.

Off Cycle On Demand

Pay Group E890AM Semi-Monthly Fulltime Exempt
 Target Period ID ENT2020M03 ENT2020M03 Monthly 03/01/2020 - 03/31/2020
 Off Cycle Group SLV Country USA

Set Up Request ?

Create Request ☐ Request entered
 Create Calendar Group ☐ Calendar Group created Calendar Group


Process Calendar Group ?

Calculate ☐ Results can be finalized Processing Status Unprocessed
 View Status and Results
 Finalize ☐ Finalized Cancel

Notify Add Update/Display

9. The Enter Off-Cycle Requests pagelet displays.
10. This will populate the name and enable the Correction Details icon.
11. Select the **Calendars to Correct** arrow to expand the subsection.
12. The Corrections - List Payees and Calendars to Correct section displays.

13. Enter the **Empl ID(s)**.
14. Select the **Corrections Detail** icon.

 **NOTE:** If you have multiple employees within the same pay group and target period, you should process all at once rather than processing each Empl ID individually, as you must otherwise create an off cycle group for each person, which requires many additional steps.

Enter Off-Cycle Requests

Help

Off Cycle Request

Pay Group

E890AM

Semi-Monthly Fulltime Exempt

Target Period ID

ENT2020M03

ENT2020M03 Monthly

03/01/2020 - 03/31/2020

Off Cycle Group

SLV


Country

USA

Calendars to Correct (1)

Corrections - List Payees and Calendars to correct

1-1 of 1

*Employee ID	Name	Empl Record	Calendar To Correct	Correction Details		
1010		002	890 ENT2020M02		+	-

Advances

OK

Cancel

Apply

15. The Enter Off-Cycle Correction pagelet displays.
16. Enter the **Calendar ID**.
17. Select **OK** button.
18. Repeat Step 13-17 for recipient.
19. Select **Apply**.

Enter Off-Cycle Requests

Help

Off Cycle Request

Pay Group

E890AM

Semi-Monthly Fulltime Exempt

Target Period ID

ENT2020M03

ENT2020M03 Monthly

03/01/2020 - 03/31/2020

Off Cycle Group

SLV

Country

USA

Calendars to Correct (2)

Corrections - List Payees and Calendars to correct

*Employee ID	Name	Empl Record	Calendar To Correct	Correction Details		
1010C		002	890 ENT2020M02		+	-
1010		000	890 ENT2020M02		+	-

Advances

OK

Cancel

Apply

20. Notice the **Request Entered** box is now checked.

Off Cycle On Demand

Pay Group

E890AM

Semi-Monthly Fulltime Exempt

Target Period ID

ENT2020M03

ENT2020M03 Monthly

03/01/2020 - 03/31/2020

Off Cycle Group

SLV

Country

USA

Set Up Request ?

Edit Request

☒ Request entered

Create Calendar Group

☐ Calendar Group created

Calendar Group

Process Calendar Group ?

Calculate

☐ Results can be finalized

Processing Status

Unprocessed

View Status and Results

Finalize

☐ Finalized

Cancel

Notify

Add

Update/Display

21. Select the **Create Calendar Group** button. Calendar Group ID's group the calendars that you want to process at the same time.
22. Select the **Apply** button.
23. A warning message displays for your review.

24. Select **OK** to continue.

Calendar Groups

Calendar Group IDSLV

*DescriptionSLV

Short Description

Warning -- Off Cycle Group SLV contains corrections and require retro processing (17000,834)

Processing corrections require retro triggers to be processed, but this option is currently not switched on. It must either be switched on or any off-cycle groups that include corrections must be removed from the calendar group.

Press OK to save the calendar group with the switch turned on. Press Cancel to prevent saving and edit your list of offcycle groups.

OK

Cancel

*Sequence

*Pay Group

*Period ID

*Off Cycle Group

1

E890AM

ENT2020M03

SLV

+

-

OK

Cancel

Apply

25. The Off Cycle On Demand page displays.
26. Select **Apply** and **OK**.
27. The **Off Cycle on Demand** page displays.
28. Notice the **Calendar Group Created** box is now checked.
29. Select the **Calculate** button.

Off Cycle On Demand

Pay Group

E890AM

Semi-Monthly Fulltime Exempt

Target Period ID

ENT2020M03

ENT2020M03 Monthly

03/01/2020 - 03/31/2020

Off Cycle Group

SLV

Country

USA

Set Up Request ?

Edit Request

☒ Request entered

Edit Calendar Group

☒ Calendar Group created

Calendar Group

SLV

Process Calendar Group ?

Calculate

☐ Results can be finalized

Processing Status

Unprocessed

View Status and Results

Finalize

☐ Finalized

Cancel

30. The Payee Status page displays.
31. Resolve any messages with Warnings or Errors.
32. Once you have corrected the warnings and/or errors you will have to calculate again.
33. Select the **Messages** link. There should be 0 messages.
34. Select the **Apply** button and then the **OK** button again.
35. Return to **Off Cycle on Demand** home screen.
36. Notice the Processing Status = Calculation Successful.
37. Validate the results in **Results by Calendar Group** page for both Donor and Recipient.
38. In this example, Donor VAC balance should be reduced by 32.26 hrs, and for recipient Shared leave balance should be added by 39.99 hrs in FEB Entitlement Calendar.

Calendar Group Results

Earnings and Deductions

Accumulators

Supporting Elements

Employee

Empl ID 101C

Empl Record 0

Calendar Group ID SLV

Calendar Information

Calendar ID 890 ENT2020M02

Pay Group E890AM

Segment Number 2

Version 2

Revision 1

Gross Result Value 0.000000 USD

Net Result Value 0.000000 USD

Accumulators

Accumulator Results

User Keys

Period	Element Name	Amount	Description	From	Through
Year to Date	CSL E 890_BAL	150.700000	890 Sick Leave SBCTC	01/01/2020	12/31/2020
Year to Date	CSL E 890_ENT	24.000000	890 Sick Leave SBCTC	01/01/2020	12/31/2020
Year to Date	CSL E 890_TAKE	27.000000	890 Sick Leave SBCTC	01/01/2020	12/31/2020
Year to Date	NSL E 890_BAL	0.000000	890 NSL Non-Comp Sick Lv	01/01/2020	12/31/2020
Year to Date	P/H E 890_BAL	8.000000	890 Personal Holiday SBCTC	01/01/2020	12/31/2020
Year to Date	P/H E 890_ENT	8.000000	890 Personal Holiday SBCTC	01/01/2020	12/31/2020
Year to Date	SBCTC SLV_ADJ	39.990000	SBCTC Shared Leave	01/01/2020	12/31/2020
Year to Date	SBCTC SLV_BAL	39.990000	SBCTC Shared Leave	01/01/2020	12/31/2020
Year to Date	VAC E 890_BAL	188.770000	890 Vacation Ent SBCTC	01/01/2020	12/31/2020

Calendar Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Employee
Calendar Group ID SLV SLV

Empl ID 1010 Empl Record 2

Calendar Information

Calendar ID 890 ENT2020M02 Pay Group E890AM
Segment Number 2 Version 2 Revision 1
Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

Accumulators

Accumulator Results | User Keys | 1-10 of 10 | View 8

Period	Element Name	Amount	Description	From	Through
Year to Date	CSL E 890_BAL	221.500000	890 Sick Leave SBCTC	01/01/2020	12/31/2020
Year to Date	CSL E 890_ENT	24.000000	890 Sick Leave SBCTC	01/01/2020	12/31/2020
Year to Date	CSL E 890_TAKE	40.000000	890 Sick Leave SBCTC	01/01/2020	12/31/2020
Year to Date	NSL E 890_BAL	0.000000	890 NSL Non-Comp Sick Lv	01/01/2020	12/31/2020
Year to Date	P/H E 890_BAL	8.000000	890 Personal Holiday SBCTC	01/01/2020	12/31/2020
Year to Date	P/H E 890_ENT	8.000000	890 Personal Holiday SBCTC	01/01/2020	12/31/2020
Year to Date	VAC E 890_ADJ	32.260000	890 Vacation Ent SBCTC	01/01/2020	12/31/2020
Year to Date	VAC E 890_BAL	484.020000	890 Vacation Ent SBCTC	01/01/2020	12/31/2020
Year to Date	VAC E 890_ENT	50.010000	890 Vacation Ent SBCTC	01/01/2020	12/31/2020
Year to Date	VAC E 890_TAKE	8.000000	890 Vacation Ent SBCTC	01/01/2020	12/31/2020

49. Select the **Finalize** button.
50. Processing Status = processing Finalized.

Off Cycle On Demand

Pay Group E890AM Semi-Monthly Fulltime Exempt
Target Period ID ENT2020M03 ENT2020M03 Monthly 03/01/2020 - 03/31/2020
Off Cycle Group SLV Country USA

Set Up Request ?

Edit Request ☒ Request entered
Edit Calendar Group ☒ Calendar Group created Calendar Group SLV

Process Calendar Group ?

Calculate ☒ Results can be finalized Processing Status Processing finalized
View Status and Results
Finalize ☒ Finalized Cancel

Return to Search Notify Add Update/Display

51. Validate the results in **Review Absence Balance** page.

Current Balance

Forecast Balance

Forecast Messages

Employee ID

1010

Empl Record

0

Name

Absence Entitlement Current Balance

Q

1-6 of 6

View All

Accumulator Balance

User Keys

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	CTC OTH PDLV	CTC OTH PDLV_BAL	0.000000	01/01/2020	12/31/2020
Year to Date	SBCTC SLV	SBCTC SLV_BAL	39.990000	01/01/2020	12/31/2020
Year to Date	VAC E 890	VAC E 890_BAL	188.770000	01/01/2020	12/31/2020
Year to Date	CSL E 890	CSL E 890_BAL	146.700000	01/01/2020	12/31/2020
Year to Date	P/H E 890	P/H E 890_BAL	8.000000	01/01/2020	12/31/2020
Year to Date	NSL E 890	NSL E 890_BAL	0.000000	01/01/2020	12/31/2020

Return to Search

Notify

Refresh

Current Balance

Forecast Balance

Forecast Messages

52. Process complete.