

# 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.

**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.: 2020032000001 **Company 890** Opened Date: 03/23/2020

Empl ID:

Empl Record:

Career Shared Leave Used: 0.00 Remaining Shared Leave Elig: 4176.00 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	Shared Leave Util	Returned Unused	Hours To Be Notated	Value of Hrs Returned	Declining Returned Value
2020032000001	101		0		38.45	2243.82	39.98				<input type="checkbox"/>			

**Donor Data**

SL Case No.	Donor ID	SeqNum	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
2020032000001	101		<b>VAC E 890</b>		2		<b>32.26</b>	<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)).

The screenshot shows the 'Absences' search page. At the top, there is a 'Find an Existing Value' button. Below it, the 'Search Criteria' section includes several input fields: 'Empl ID begins with' (value: 101), 'Empl Record' (value: 2), 'Pay Group begins with' (value: E890AM), 'Calendar ID begins with', 'Name begins with', 'Period Begin Date' (value: 01/01/2020), and 'Period End Date'. There are also 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. Below the search criteria, the 'Search Results' section displays a table with 7 columns: Empl ID, Empl Record, Pay Group, Calendar ID, Name, Period Begin Date, and Period End Date. The table contains 7 rows of data.

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 ..... 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 ..... 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
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 E890AM

Target Period ID ENT2020M03

Off Cycle Group SLV

**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
x

[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**

☰ Q
1-1 of 1
▶▶

*Employee ID	Name	Empl Record	Calendar To Correct	Correction Details		
1010 <span style="font-size: 10px;">Q</span>	I	002 <span style="font-size: 10px;">Q</span>	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.

The screenshot shows the 'Calendar Groups' dialog box. At the top, there are input fields for 'Calendar Group ID' (SLV), '\*Description' (SLV), and 'Short Description'. A warning message is displayed in a white box: '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.' Below the warning are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red dashed box. Below the warning is a table with columns: '\*Sequence', '\*Pay Group', '\*Period ID', and '\*Off Cycle Group'. The table contains one row: 1, E890AM, ENT2020M03, SLV. At the bottom of the dialog are 'OK', 'Cancel', and 'Apply' buttons.

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.

The screenshot shows the 'Off Cycle On Demand' page. It displays the following information: Pay Group E890AM, Semi-Monthly Fulltime Exempt, Target Period ID ENT2020M03, ENT2020M03 Monthly, 03/01/2020 - 03/31/2020, Off Cycle Group SLV, and Country USA. Under the 'Set Up Request' section, there are two buttons: 'Edit Request' and 'Edit Calendar Group'. The 'Edit Calendar Group' button is highlighted with a red dashed box. To the right of the 'Edit Calendar Group' button, there are two checked checkboxes: 'Request entered' and 'Calendar Group created'. The 'Calendar Group created' checkbox is highlighted with a red dashed box. Below the 'Set Up Request' section is the 'Process Calendar Group' section. It contains a 'Calculate' button highlighted with a red dashed box, a 'Finalize' button, and a 'Cancel' button. To the right of the 'Calculate' button, there are two unchecked checkboxes: 'Results can be finalized' and 'Finalized'. The 'Processing Status' is 'Unprocessed'. A 'View Status and Results' link is also visible.

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: SLV | Empl ID: 101C | Empl Record: 0

Calendar Group ID: SLV

**Calendar Information** (5 of 8)

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** (1-11 of 11) | View 8

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      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

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	PIH E 890_BAL	8.000000	890 Personal Holiday SBCTC	01/01/2020	12/31/2020
Year to Date	PIH 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**

[Accumulator Balance](#) | [User Keys](#) | [View All](#) (1-6 of 6)

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.