

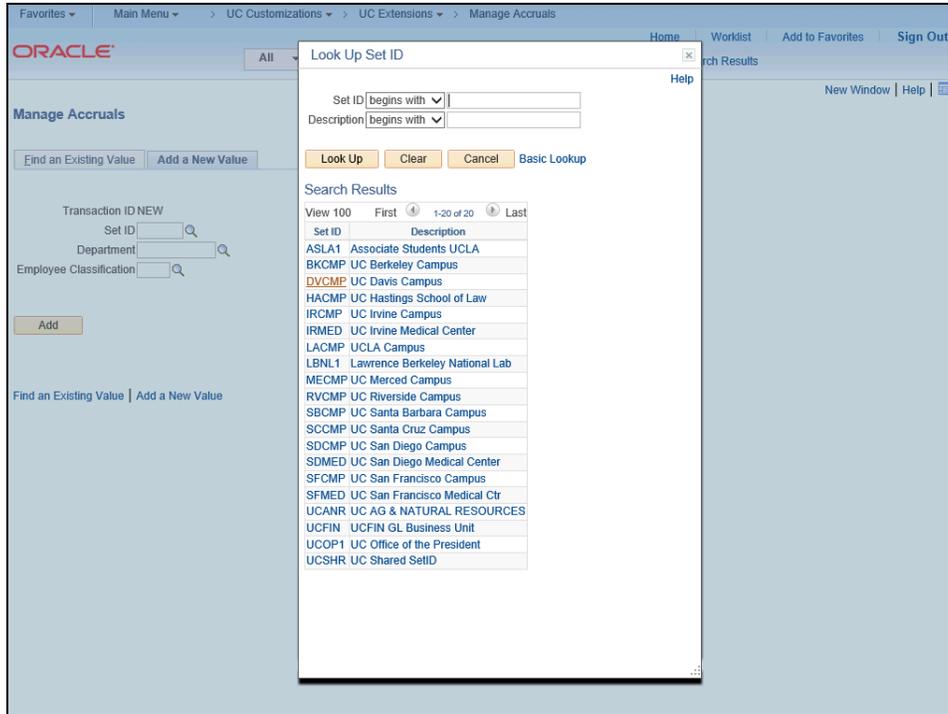
Use this task to enter a catastrophic leave donation transaction for employees in the same department and employee class.

Enter catastrophic leave donations before entering catastrophic leave takes.

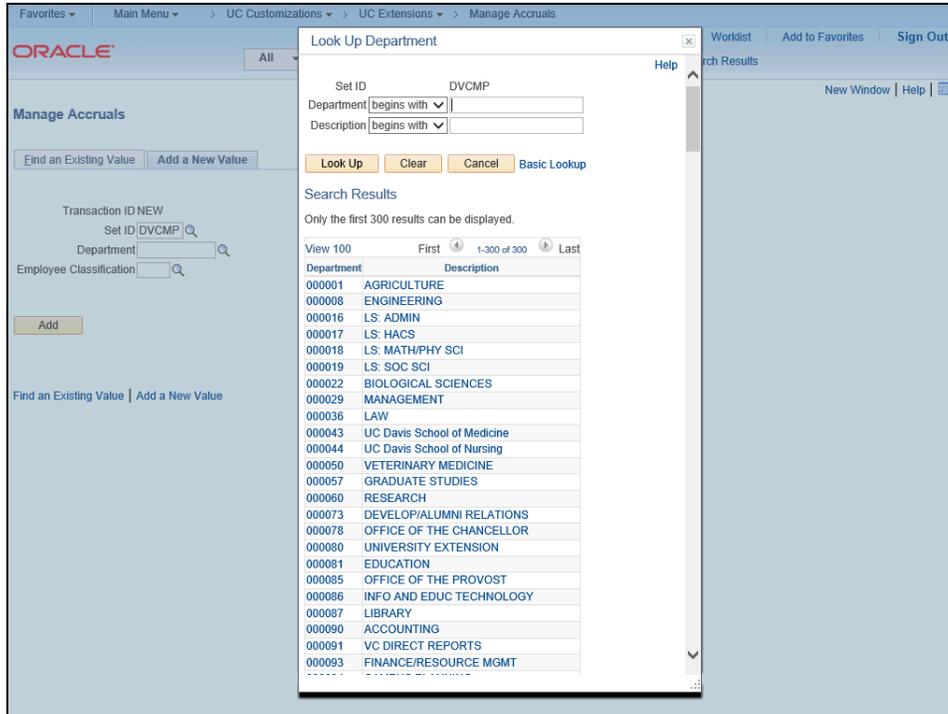
**Navigation:** PeopleSoft Menu > UC Customizations > UC Extensions > **Manage Accruals**

**Note:** This page also may be available in UCPath **Workcenter** depending on your security access.

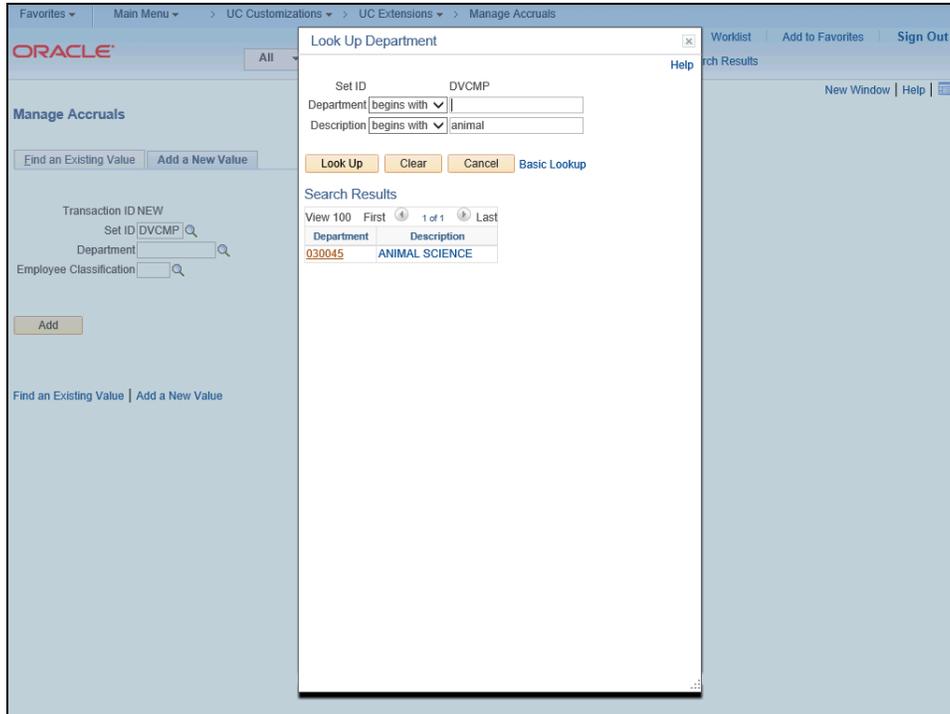
Step	Action
1.	<p>UCPath displays the <b>Find an Existing Value</b> tab, which you use to search for existing leave donations.</p> <p>Click the <b>Add a New Value</b> tab to enter a new leave donation.</p> <p></p>
2.	<p>Click the <b>Look Up Set ID</b> button.</p> <p></p>



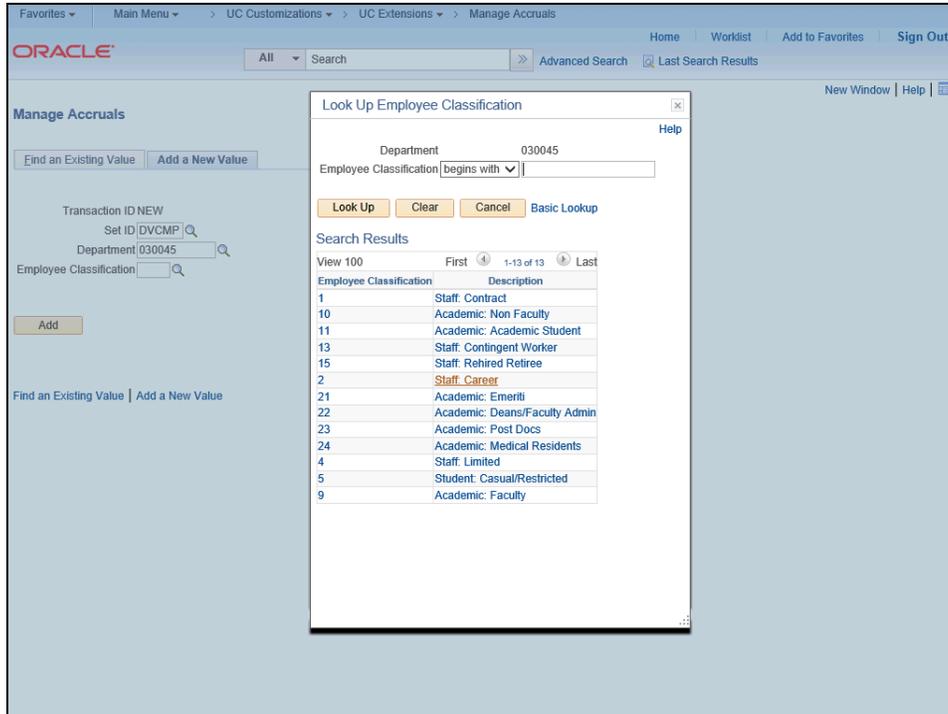
Step	Action
3.	Click the <b>DVCMP</b> link. 
4.	Click the <b>Look Up Department</b> button. 



Step	Action
5.	Click in the <b>Description</b> field. Description begins with <input type="text"/>
6.	Enter the desired information into the <b>Description</b> field. For this example, enter <b>animal</b> . Description begins with <input type="text"/>
7.	Click the <b>Look Up</b> button. <input type="button" value="Look Up"/>



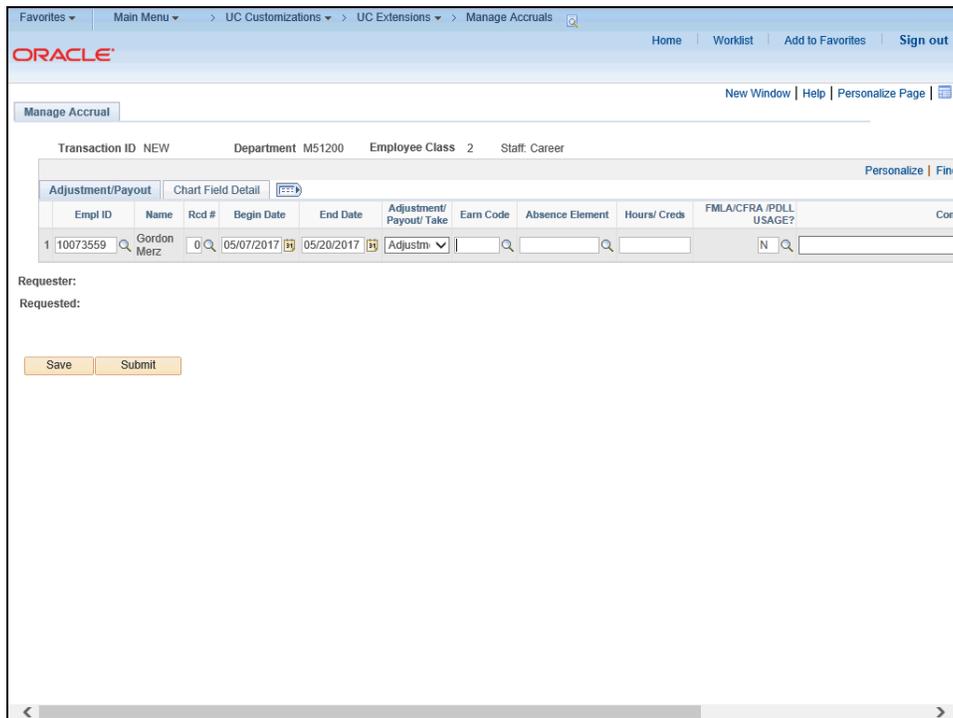
Step	Action
8.	Click the <b>030045</b> link. 
9.	Click the <b>Look Up Employee Classification</b> button. 



Step	Action
10.	Click the <b>Staff: Career</b> link. <b>Staff: Career</b>
11.	Click the <b>Add</b> button. <b>Add</b>

Step	Action
12.	<p>Remember that each transaction contains leave donation types for a specific department and employee class. Therefore, the employee list is restricted to those employees matching the values you entered on the <b>Add a New Value</b> page.</p> <p>Enter the desired information into the <b>Empl ID</b> field. For this example, enter <b>10073559</b>.</p>
13.	<p>Click in the <b>Begin Date</b> field.</p> <input type="text"/>
14.	<p>Transactions are effective on the date submitted and balances are updated in the next post pay confirm processing. Use current pay period dates for catastrophic leave transactions. Do <u>not</u> use future dates.</p> <p>In the <b>Begin Date</b> field, enter the first day of the pay period in which the donation is submitted. This may be a monthly or bi-weekly period based on the employee's pay schedule.</p> <p>Enter the desired information into the <b>Begin Date</b> field. For this example, enter <b>5/7/2017</b>.</p>
15.	<p>Click in the <b>End Date</b> field.</p> <input type="text"/>

Step	Action
16.	Enter the last day of the pay period in which the donation occurs. This may be a monthly or bi-weekly period based on the employee's pay schedule.  Enter the desired information into the <b>End Date</b> field. For this example, enter <b>5/20/2017</b> .
17.	Click the button to the right of the <b>Adjustment/ Payout/ Take</b> field. 
18.	For catastrophic leave donations, always select <b>Adjustment</b> .  Click the <b>Adjustment</b> list item. 
19.	Click in the <b>Earn Code</b> field. 



Manage Accrual

Transaction ID NEW Department M51200 Employee Class 2 Staff: Career

Empl ID	Name	Rcd #	Begin Date	End Date	Adjustment/ Payout/ Take	Earn Code	Absence Element	Hours/ Creds	FMLA/CFRA /PDLL USAGE?
1 10073559	Gordon Merz	0	05/07/2017	05/20/2017	Adjustm				N

Requester:  
Requested:

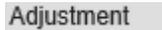
Save Submit

Step	Action
20.	<p>The <b>Earn Codes</b> listed below were established to process Paid Time Off (PTO) catastrophic leave.</p> <p><b>Donate:</b>  <b>LDE</b> - Catastrophic (Cat) Leave Donation to Employee  <b>LDB</b> - Donate Cat Leave Bal to Bank</p> <p><b>Received:</b>  <b>LRE</b> - Cat Leave Received from Employee  <b>LRB</b> - Cat Leave Donation to Bank</p> <p><b>Return:</b>  <b>LBE</b> - Cat Leave Returned to Employee  <b>LBB</b> - Cat Leave Returned to Bank</p> <p><b>Usage Tracking</b>  <b>PTN/PCE</b> - Track EARN Code Usage</p>
21.	<p><b>Earn Code</b> values and their system descriptions for using Vacation time for catastrophic leave donation transactions are:</p> <ul style="list-style-type: none"> <li>• <b>CBB</b> - Donate Catastrophic (Cat) Leave Balance to Bank</li> <li>• <b>CBE</b> - Donate Cat Leave Balance to Employee</li> <li>• <b>CDB</b> - Cat Leave Donation to Bank</li> <li>• <b>CDE</b> - Cat Leave Donation to Employee</li> <li>• <b>CRB</b> - Cat Leave Received from Bank</li> <li>• <b>CRE</b> - Cat Leave Received from Employee</li> </ul> <p>Enter the desired information into the <b>Earn Code</b> field. For this example, enter <b>CDE</b>, leave donated to another employee.</p>
22.	<p><b>Earn Code</b> field values are mapped to <b>Absence Element</b> field values. This means that when you enter an earnings code for a catastrophic leave donation, UCPath automatically populates the <b>Absence Element</b> field, if applicable.</p>
23.	<p>Click in the <b>Hours/ Credits</b> field.</p> <input data-bbox="391 1457 548 1499" type="text"/>
24.	<p>Enter the desired information into the <b>Hours/ Credits</b> field as a <u>positive</u> amount. Do <u>not</u> enter a negative amount.</p> <p>For this example, enter <b>16</b>.</p>
25.	<p>Comments are required.</p> <p>Click in the <b>Comments</b> field.</p> <input data-bbox="391 1772 737 1814" type="text"/>

Step	Action
26.	<p>In the <b>Comments</b> field, enter the appropriate detail related to the donation. You can enter up to 80 characters.</p> <p>For this example, enter <b>Donating 16 hours to Shari Rosenberg, EMPLID 10075195</b>.</p>

Step	Action
27.	<p>To insert a new row on which you can enter another leave donation for an employee in the same department and employee class, click the <b>Add a new row</b> button.</p> <p></p>
28.	<p>Enter the desired information into the <b>Empl ID</b> field. For this example, enter <b>10073925</b>.</p>
29.	<p>Click in the <b>Begin Date</b> field.</p> <p><input type="text"/></p>
30.	<p>Use current pay period dates for catastrophic leave transactions. Do <u>not</u> use future dates.</p> <p>Enter the desired information into the <b>Begin Date</b> field. For this example, enter <b>5/7/2017</b>.</p>

Step	Action
31.	Click in the <b>End Date</b> field. <input type="text"/>
32.	Enter the desired information into the <b>End Date</b> field. For this example, enter <b>5/20/2017</b> .
33.	Click the button to the right of the <b>Adjustment/ Payout/ Take</b> field. 
34.	Click the <b>Adjustment</b> list item. 
35.	Click in the <b>Earn Code</b> field. <input type="text"/>
36.	Enter the desired information into the <b>Earn Code</b> field. For this example, enter <b>CDB</b> .
37.	Click in the <b>Hours/ Credits</b> field. <input type="text"/>
38.	Enter the desired information into the <b>Hours/ Credits</b> field as a <u>positive</u> amount. Do <u>not</u> enter a negative amount.  For this example, enter <b>16</b> .
39.	Click in the <b>Comments</b> field. <input type="text"/>
40.	Enter the desired information into the <b>Comments</b> field. For this example, enter <b>Donating 16 hours to bank</b> .
41.	Click the <b>Add a New Row</b> button. 
42.	Enter the desired information into the <b>Empl ID</b> field. For this example, enter <b>10075195</b> .
43.	Click in the <b>Begin Date</b> field. <input type="text"/>
44.	Use current pay period dates for catastrophic leave transactions. Do <u>not</u> use future dates.  Enter the desired information into the <b>Begin Date</b> field. For this example, enter <b>5/7/2017</b> .
45.	Click in the <b>End Date</b> field. <input type="text"/>

Step	Action
46.	Enter the desired information into the <b>End Date</b> field. For this example, enter <b>5/20/2017</b> .
47.	Click the button to the right of the <b>Adjustment/ Payout/ Take</b> field. 
48.	Click the <b>Adjustment</b> list item. 
49.	Click in the <b>Earn Code</b> field. 
50.	Enter the desired information into the <b>Earn Code</b> field. For this example, enter <b>CRE</b> .
51.	Click in the <b>Absence Element</b> field. 
52.	The appropriate <b>Absence Element</b> value that corresponds to the <b>CRE</b> earn code automatically appears.
53.	Click in the <b>Hours/ Credits</b> field. 
54.	Enter the desired information into the <b>Hours/ Credits</b> field as a <u>positive</u> amount. Do <u>not</u> enter a negative amount. For this example, enter <b>16</b> .
55.	Click in the <b>Comments</b> field. 
56.	Enter the desired information into the <b>Comments</b> field. For this example, enter <b>Receiving 16 hours from Gordon Merz</b> .
57.	If necessary, scroll right to display additional fields and page functions.  Click the scroll bar.
58.	Click the <b>Add a new row</b> button. 
59.	Enter the desired information into the <b>Empl ID</b> field. For this example, enter <b>10075195</b> .
60.	Click in the <b>Begin Date</b> field. 
61.	Use current pay period dates for catastrophic leave transactions. Do <u>not</u> use future dates.  Enter the desired information into the <b>Begin Date</b> field. For this example, enter <b>5/7/2017</b> .

Step	Action
62.	Click in the <b>End Date</b> field. <input data-bbox="391 310 526 348" type="text"/>
63.	Enter the desired information into the <b>End Date</b> field. For this example, enter <b>5/20/2017</b> .
64.	Click the button to the right of the <b>Adjustment/ Payout/ Take</b> field. <input data-bbox="391 491 431 529" type="button" value="v"/>
65.	Click the <b>Adjustment</b> list item. <input data-bbox="391 596 553 627" type="button" value="Adjustment"/>
66.	Click in the <b>Earn Code</b> field. <input data-bbox="391 690 488 728" type="text"/>
67.	Enter the desired information into the <b>Earn Code</b> field. For this example, enter <b>CRB</b> .
68.	Click in the <b>Absence Element</b> field. <input data-bbox="391 869 561 907" type="text"/>
69.	Click in the <b>Hours/ Credits</b> field. <input data-bbox="391 968 561 1005" type="text"/>
70.	Enter the desired information into the <b>Hours/ Credits</b> field as a <u>positive</u> amount. Do <u>not</u> enter a negative amount. For this example, enter <b>20</b> .
71.	Click in the <b>Comments</b> field. <input data-bbox="391 1148 734 1186" type="text"/>
72.	Enter the desired information into the <b>Comments</b> field. For this example, enter <b>Receiving 20 hours from bank</b> .
73.	When you finish entering all leave donation details, click the <b>Save</b> button. <input data-bbox="391 1335 537 1373" type="button" value="Save"/>

The screenshot shows the Oracle Manage Accruals interface. At the top, there are navigation tabs: Favorites, Main Menu, UC Customizations, UC Extensions, and Manage Accruals. The Oracle logo is visible in the top left. Below the navigation, there are links for Home, Worklist, Add to Favorites, and Sign out. A 'New Window | Help | Personalize Page' link is also present.

The main content area displays transaction details for 'Transaction ID 000000137', 'Dept Setid DVCMP', 'Department 030045', 'Employee Class 2', and 'Staff: Career'. Below this, there are tabs for 'Adjustment/Payout' and 'Chart Field Detail'. A table lists four transactions:

Empl ID	Name	Rcd #	Begin Date	End Date	Adjustment/Payout/ Take	Earn Code	Absence Element	Hours/ Credits	FMLA/CFRA /PDLL USAGE?	Comments
10073559	Gordon Merz	0	05/07/2017	05/20/2017	Adjustm	CDE	UCAE DON VAC	16.00	N	Donating 16 hours to Shari Rose
10073925	Darius Bullard	0	05/07/2017	05/20/2017	Adjustm	CDB		16.00	N	Donating 16 hours to bank
10075195	Shari Rosenberg	0	05/07/2017	05/20/2017	Adjustm	CRB		20.00	N	Receiving 20 hours from bank
10075195	Shari Rosenberg	0	05/07/2017	05/20/2017	Adjustm	CRE	UCAE CAT VAC	16.00	N	Receiving 16 hours from Gordon

Below the table, the 'Requester' field shows '10127666 Rocko Allen' and the 'Requested' field shows '05/09/17 4:54:02.000000PM'. At the bottom, there are 'Save' and 'Submit' buttons, and a 'Return to Search' link.

Step	Action
74.	If there are no errors, the <b>Requester</b> field displays your employee ID and name. The <b>Requested</b> field displays the date and time you saved the transaction.
75.	The <b>Transaction ID</b> field in the page header displays a unique, system-generated transaction number.
76.	Note that when you save this page, the system automatically sorts the rows in numeric order by <b>Empl ID</b> .
77.	<p>Click the <b>Submit</b> button to route the entries for Location approval using Approval Workflow Engine (AWE). Note that the UCPath Center is <u>not</u> involved in the <b>Manage Accruals</b> process or approvals.</p> <p>If you navigate away from the page without clicking <b>Submit</b>, you can search for it using the <b>Manage Accruals</b> search page.</p> <p>Click the <b>Submit</b> button.</p> <div style="text-align: center;">  </div>
78.	<p>You have entered a catastrophic leave donation.</p> <p>Refer to the <i>Enter Catastrophic Leave Take</i> simulation to learn how to enter the catastrophic leave take.</p> <p><b>End of Procedure.</b></p>