**[Entering & Processing Shared Leave](http://ctclinkreferencecenter.ctclink.us/m/79716/l/928056-9-2-entering-and-processing-shared-leave)**

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](http://ctclinkreferencecenter.ctclink.us/m/79716/l/928055-9-2-correcting-or-reversing-leave-balances-running-the-absence-management-off-cycle-on-demand-process) QRG.

**Step 1 – Entering Shared Leave**

Nav>Global Payroll Absence Management>CTC Custom>Shared Leave

**Add a New Value** – I use the last name of the person needing leave. A New Value *must* be added each time a person needs shared leave so the Benefit Factor and Recipient Rate is correct and it allows you to enter a donor that has donated before. Also, go to <https://ofm.wa.gov/sites/default/files/public/legacy/policy/25.40.htm> to check the Benefit Factor Rate. Put in a ticket if the rate needs updated.



**Add Adjustment Leave Code(s**), as many rows as necessary, enter minus “-“ hours for subtracting hours **(DO NOT USE “-“ FOR LEAVE TAKES)** and Begin and end Date **(put in comments if you want).**

**We still use the Entitlement Calendars\*. Use the green highlighted codes for balance adjustments (transfer in/out, term, moving from one record to another, etc., orange for accrual adjustments (adding/subtracting P/H, PRL, vac, etc.), blue for adjustments to takes for Absence Balance Report, sick leave balances for sick leave buyout, shared leave donation, etc.**

**\*The January Entitlement Calendar cannot be used for P/H (Use 01A Take); the June Entitlement Calendar cannot be used for PRL (use July 01A Take).**

A close-up of a list

AI-generated content may be incorrect.

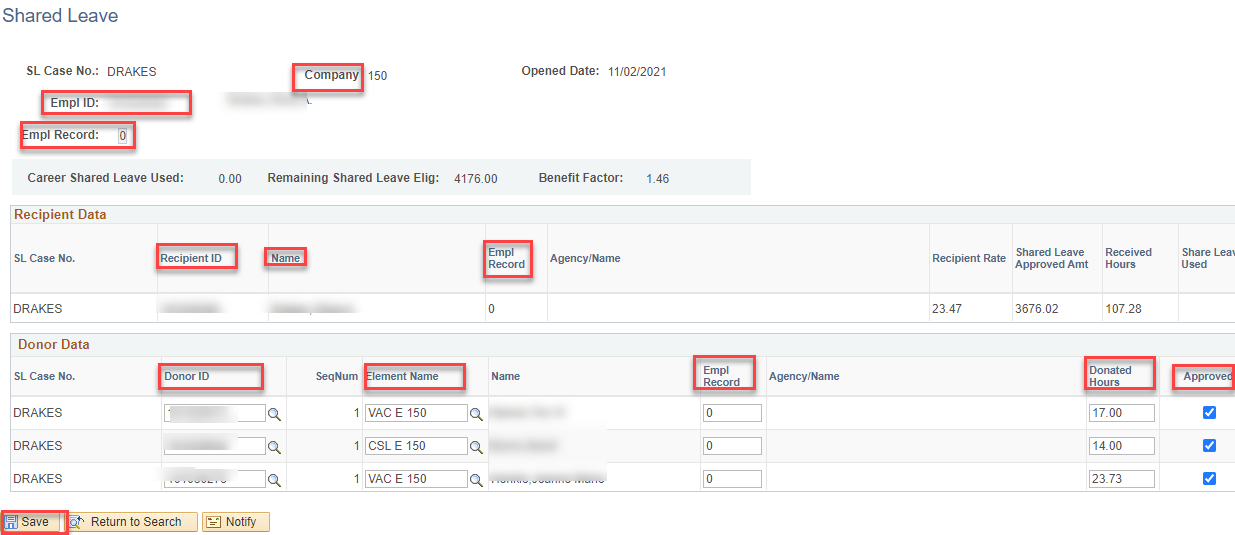
**The following refers to the Absence Administration tile>Results by Calendar Group>Accumulator tab>Accumulator Results.**

Using CSL, VAC, etc., **will** make the adjustment to the year-to-date Balance Accumulator but **will not** add/subtract the adjustment to the year-to-date Entitlement or Take Accumulator **nor** will it adjust in the Review Absence Balance page (for administrators).

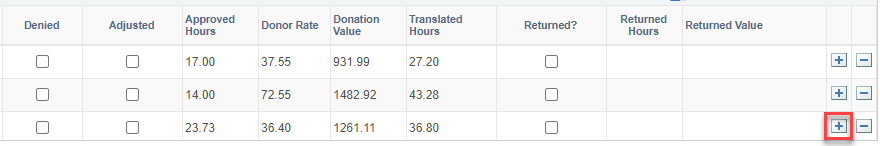
Using ACS, ACV, etc., **will** make the adjustment to the year-to-date Balance Accumulator **and** the Entitlement or Take Accumulator **and** it will adjust the Review Absence Balance page (for administrators).

Add recipient ID, Donor ID, Element Name, correct Empl Record, Donated Hours and check Approved, Denied or Adjusted, Save.

**No need to enter an Agency Name (leave blank)**



Enter more donors by adding + a row.



**Step 2 – Entering Absence Balance Adjustment for Donor & Recipient**

Nav>Global Payroll Absence Management>Payee Data>Adjust Balances>Absence

**Donor(s):** enter Empl ID, Search and select the Last Finalized Entitlement Calendar (e.g., for 12A and 12B payroll, choose Nov. ENT (ENT2024M11 in this case).

A screenshot of a computer

Description automatically generated

Enter the Element Name and Balance Adjustment (**NOT** negative in this case), Comment (optional), Save.

**IF USING A TAKE CODE, DO NOT USE A MINUS OR IT WILL ADD INSTEAD OF SUBTRACT**

A screenshot of a computer

Description automatically generated

**Recipient:** Enter the Element Name (SBCTC SLV), Balance Adjustment (positive in this case), Save.

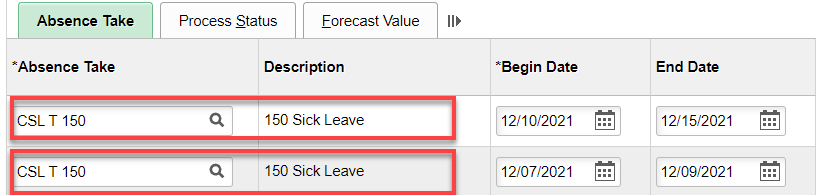
A screenshot of a computer

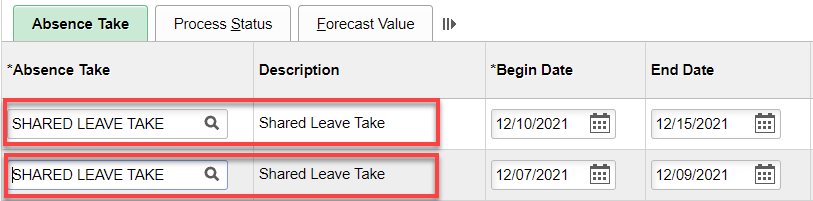
Description automatically generated

**Step 3 – Running Off Cycle Process Adjustments**

If you can’t let the adjustments run during the regular Entitlement run, then run an Off Cycle On Demand Process. See Absence-Run Off-Cycle On Demand Process documentation.

**BEFORE PAYROLL RUNS EACH PAY PERIOD, GO INTO EACH ABSENCE EVENT AND CHANGE THE CSL (or VAC) TO “SHARED LEAVE TAKE.” A Time & Labor administrator will need do this action; it is not available to the employee.**





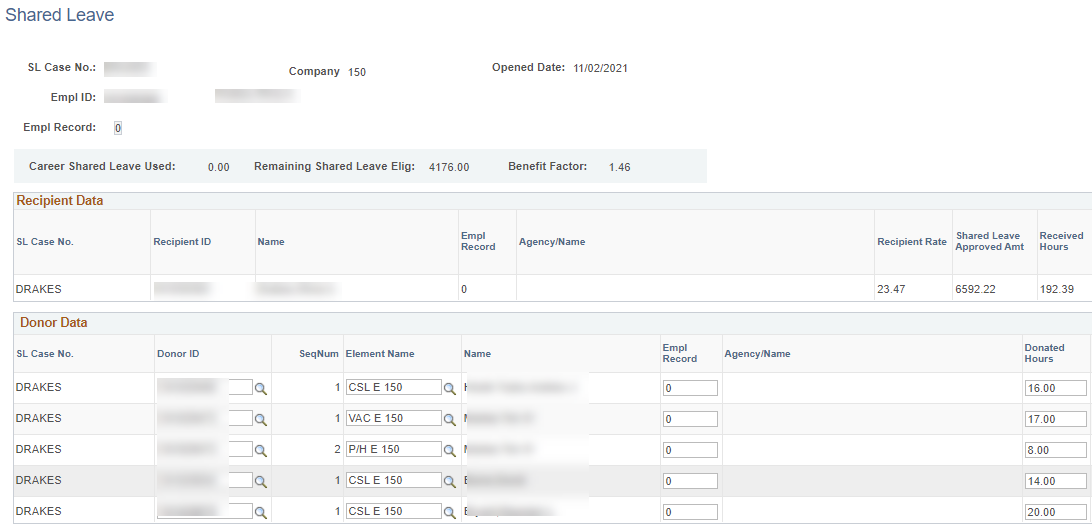
Save.

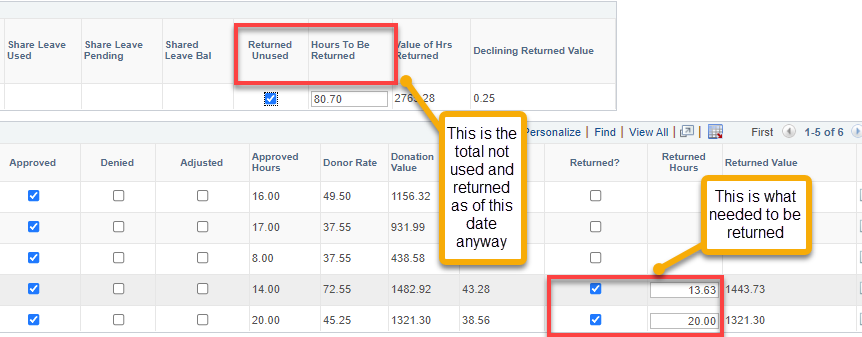
This will send what is needed to payroll.

That’s it! 😊

**Returning Shared Leave**

I hope I did this right…No QRG.

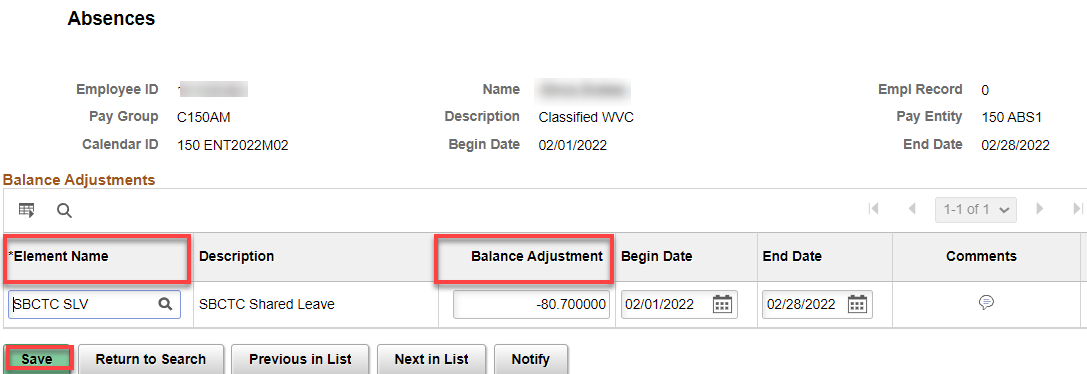


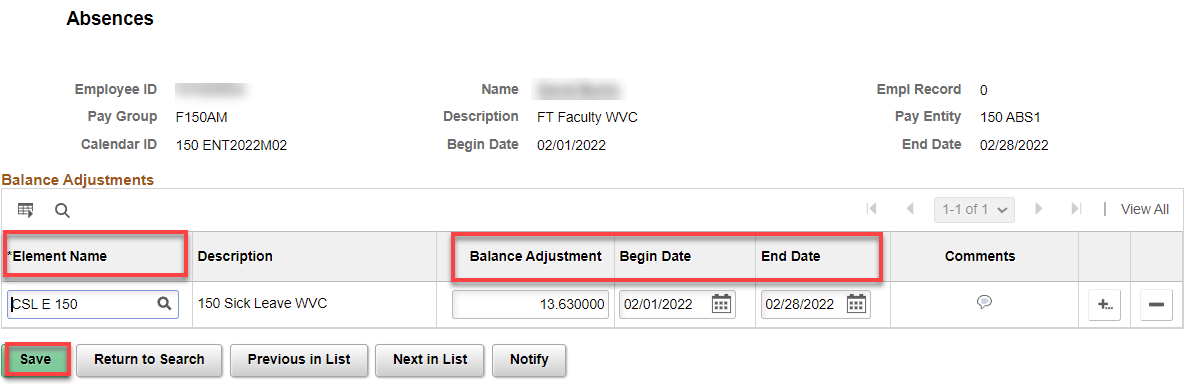


The next step is to adjust the leave balances like in Step 2 above.

**Entering Absence Balance Adjustment for Donor & Recipient**

Nav>Global Payroll Absence Management>Payee Data>Adjust Balances Absence





That’s it! 😊