

**Recording Catastrophic Leave Donations**  
**Created on Tuesday, August 04, 2009**

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## Recording Catastrophic Leave Donations

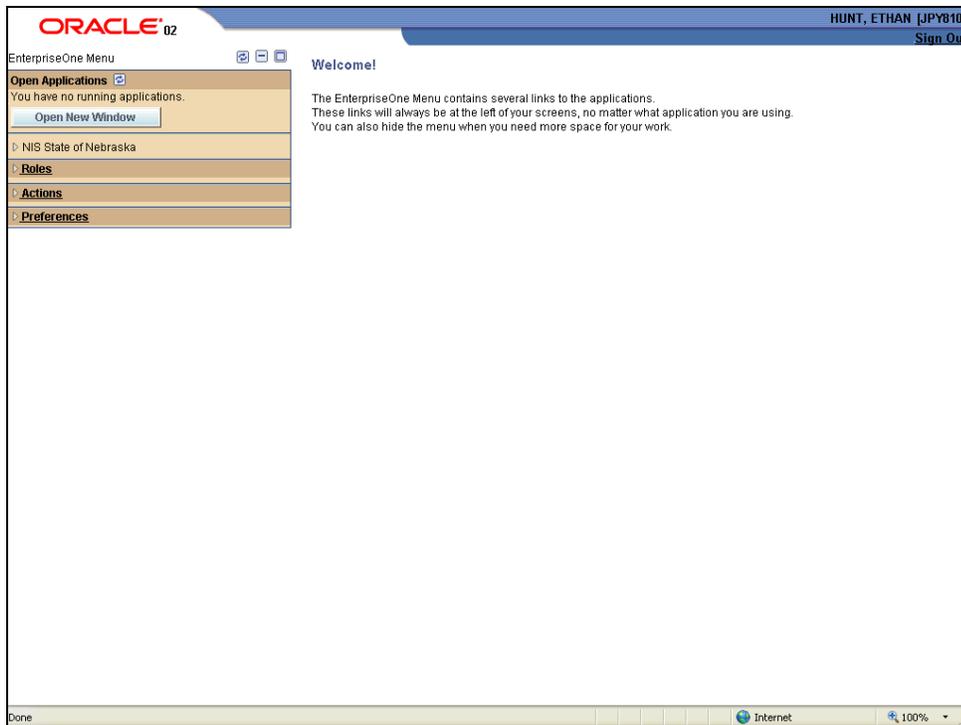
### Recording Catastrophic Leave Donations Overview

Use these instructions to record catastrophic leave donations. This process not only adjusts the balances of the receiving and donating employees but also tracks the hours received and donated by specific pay types and accruals

### Recording Catastrophic Leave Donations Lesson

#### Procedure

In this lesson you will learn how to record catastrophic leave donations.

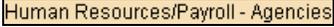


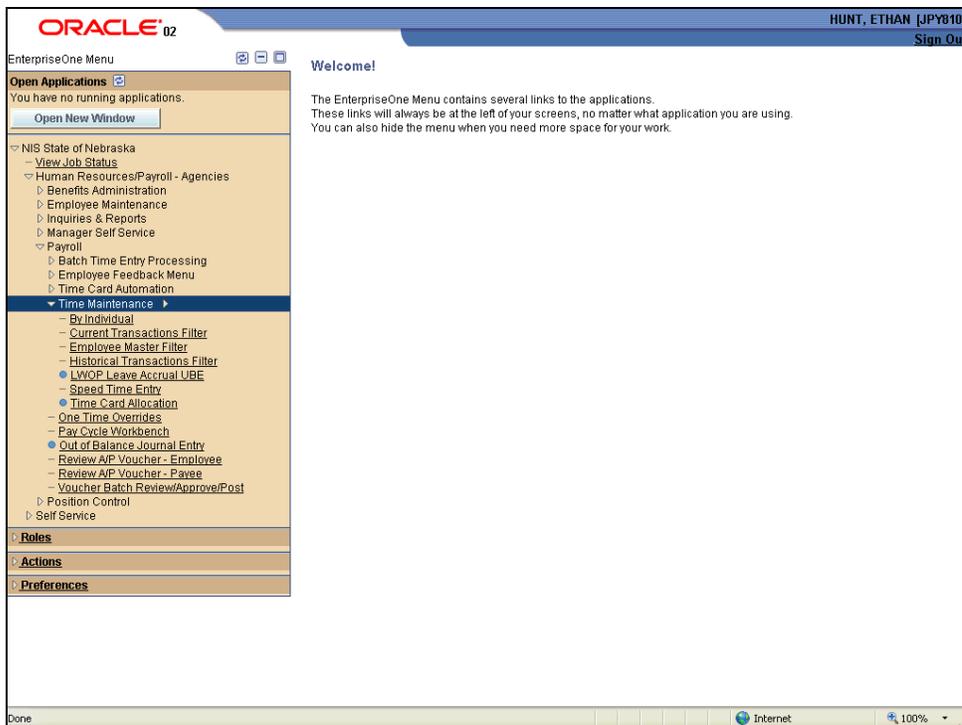
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <span style="border: 1px solid black; padding: 2px;">NIS State of Nebraska</span>

# Training Guide

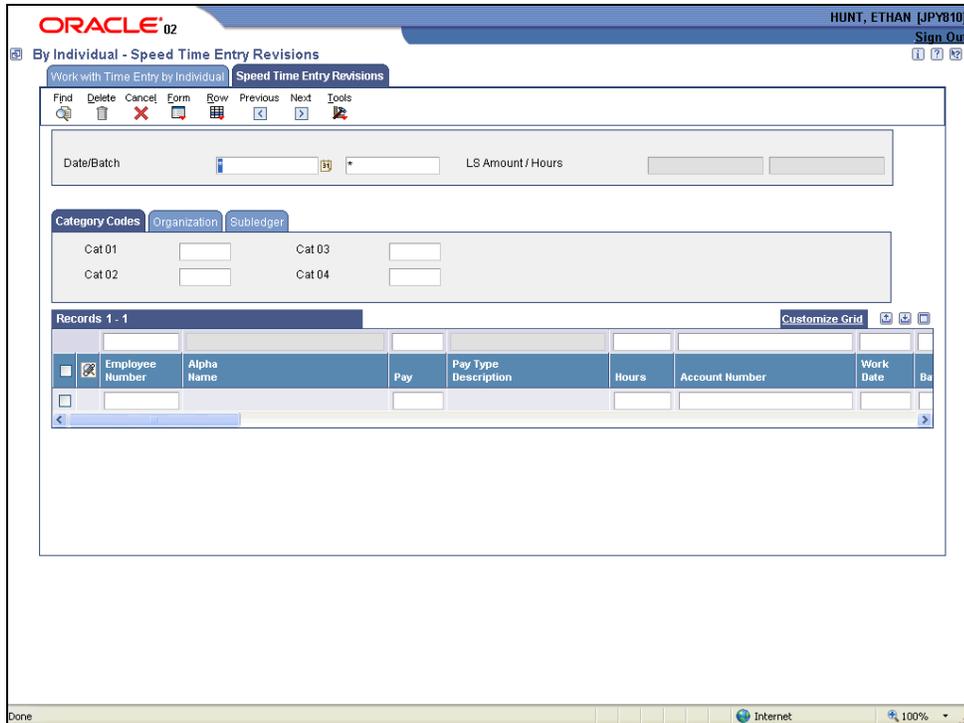
## Recording Catastrophic Leave Donations



Step	Action
2.	Click the <b>Human Resources/Payroll - Agencies</b> link. 
3.	Click the <b>Payroll</b> link. 
4.	Click the <b>Time Maintenance</b> link. 



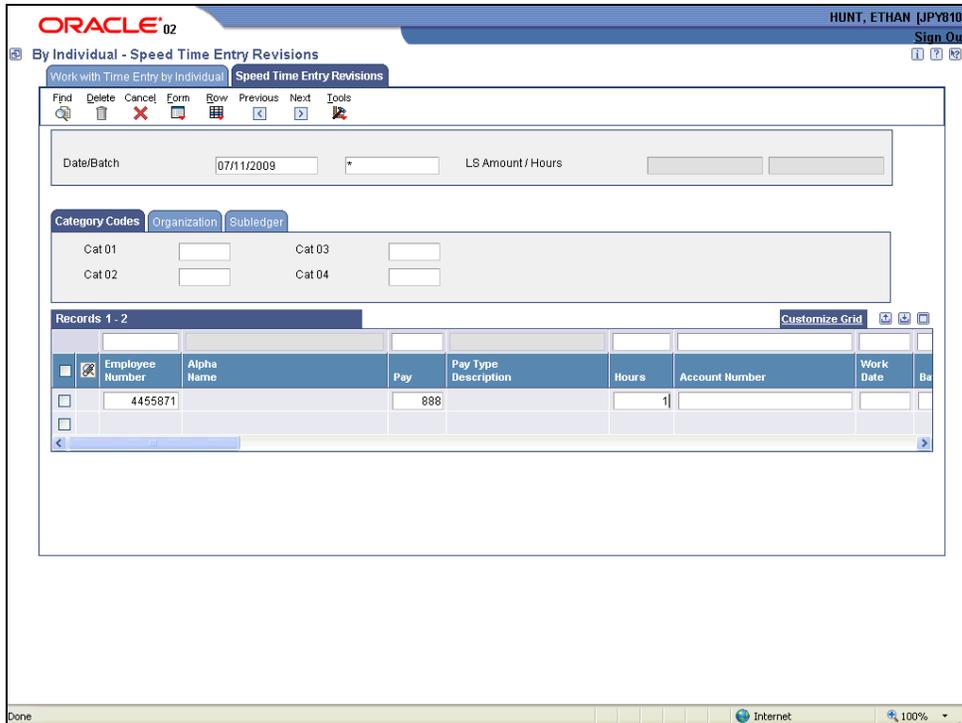
Step	Action
5.	Click the <b>By Individual</b> link. 
6.	Click the <b>Add</b> button. 



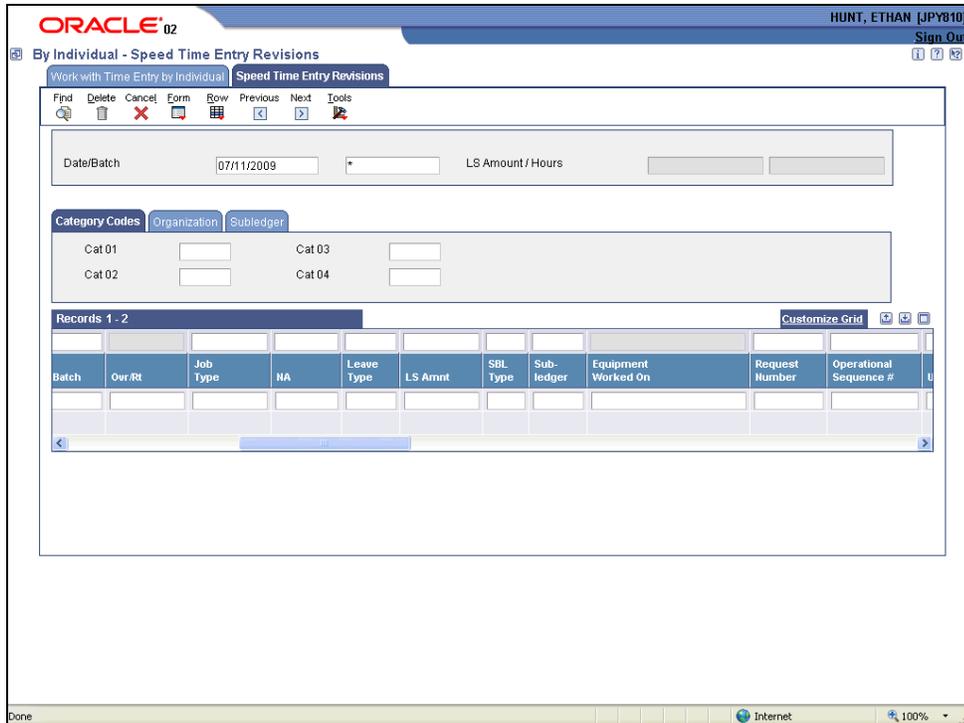
Step	Action
7.	Complete the first field for the <b>Date/Batch</b> field with the pay period end date. Leave the second field blank.
8.	Enter the address book number of the employee donating leave in the <b>Employee Number</b> field in the grid.
9.	Enter "888" into the <b>Pay</b> field.
10.	For pay type 888 enter the hours being donated in the <b>Hours</b> field.

# Training Guide

## Recording Catastrophic Leave Donations



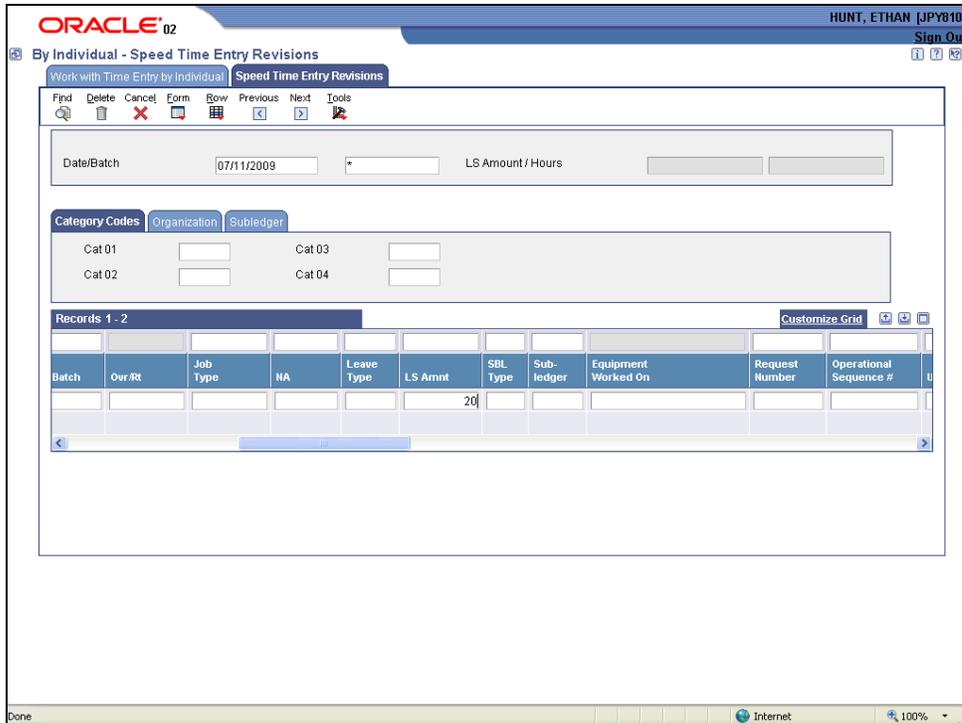
Step	Action
11.	Scroll to the right until you see the <b>LS Amnt</b> field.



Step	Action
12.	In the <b>LS Amnt</b> field enter the Lump Sum amount of the hours being donated. For example, if the employee donating makes \$20 an hour and they are donating an hour of leave you would enter " <b>20</b> " in the the <b>LS Amnt</b> field.

# Training Guide

## Recording Catastrophic Leave Donations

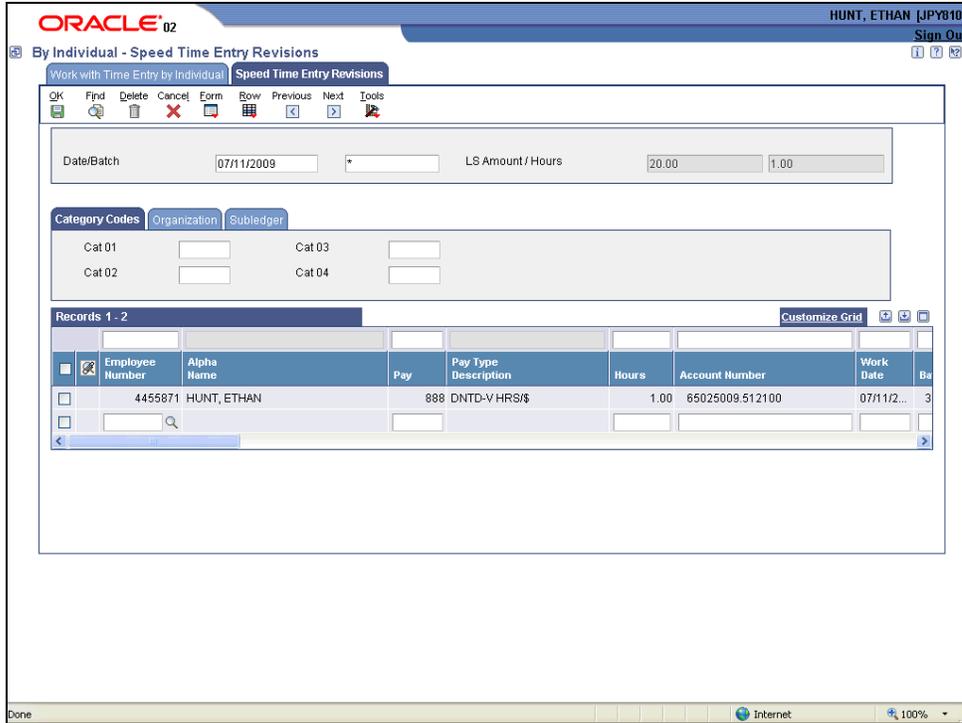


Step	Action
13.	Use the <b>down arrow</b> key on the keyboard to move to the next row on the grid.

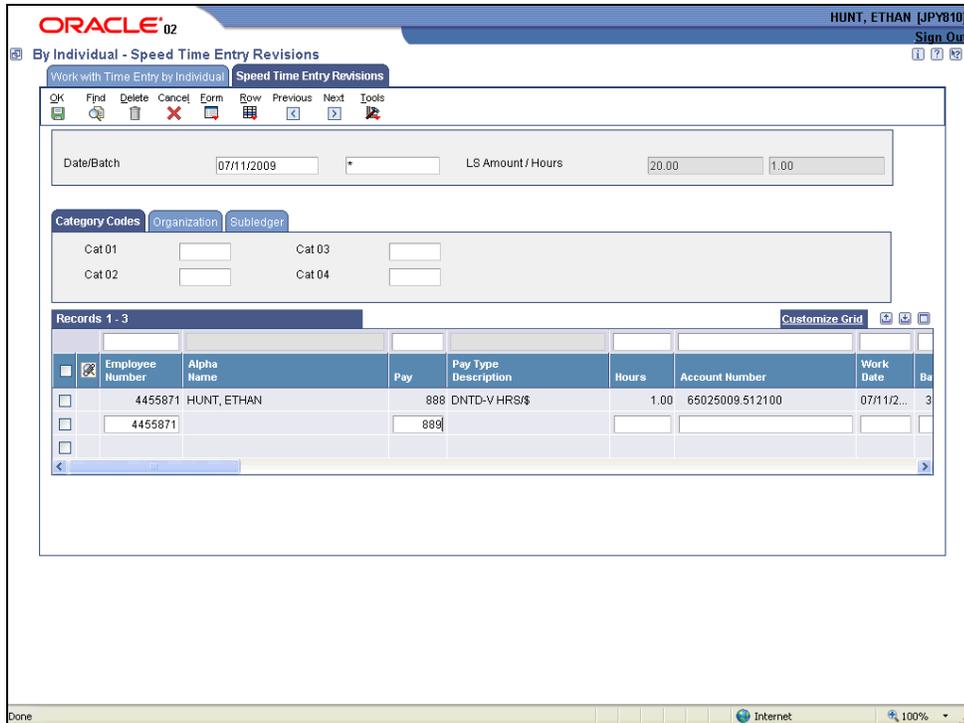
Step	Action
14.	Scroll back to the left until you see the Employee Number field. <input data-bbox="461 1094 756 1125" type="text"/>

# Training Guide

## Recording Catastrophic Leave Donations



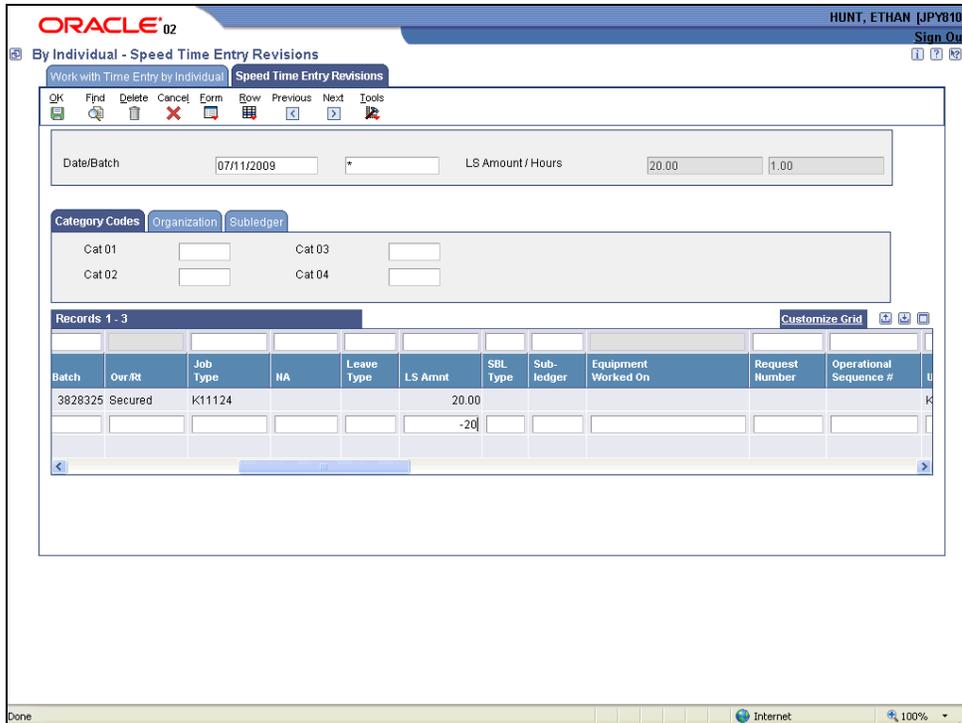
Step	Action
15.	Enter the address book number of the employee donating leave in the <b>Employee Number</b> field in the grid.
16.	Enter "889" into the <b>Pay</b> field.
17.	For pay type 889 no hours are entered.



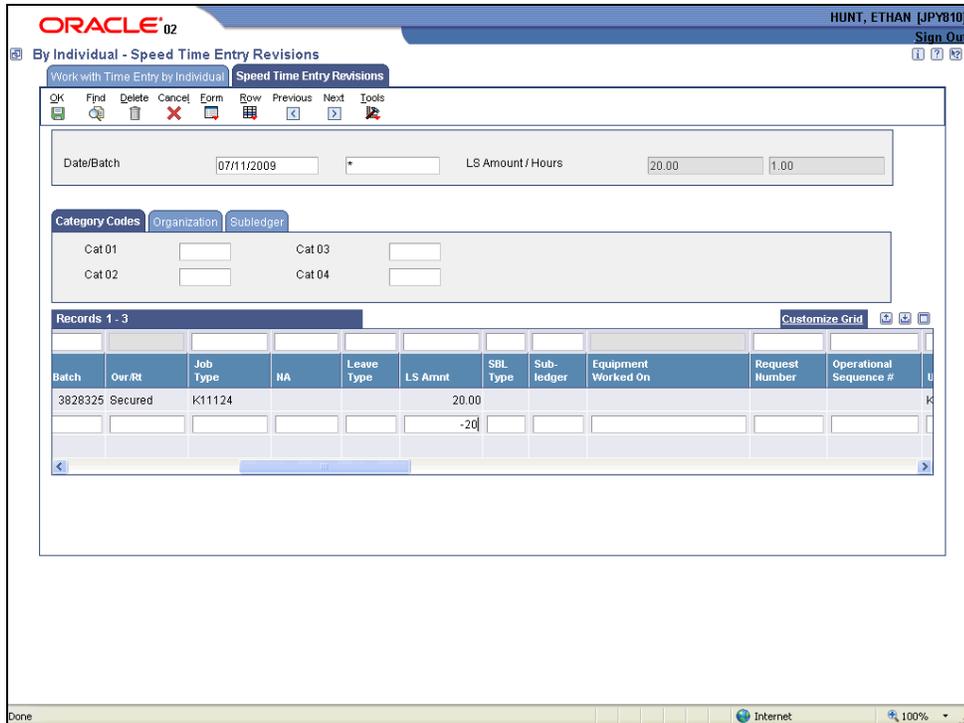
Step	Action
18.	Scroll to the right until you see the <b>LS Amnt</b> field.

# Training Guide

## Recording Catastrophic Leave Donations



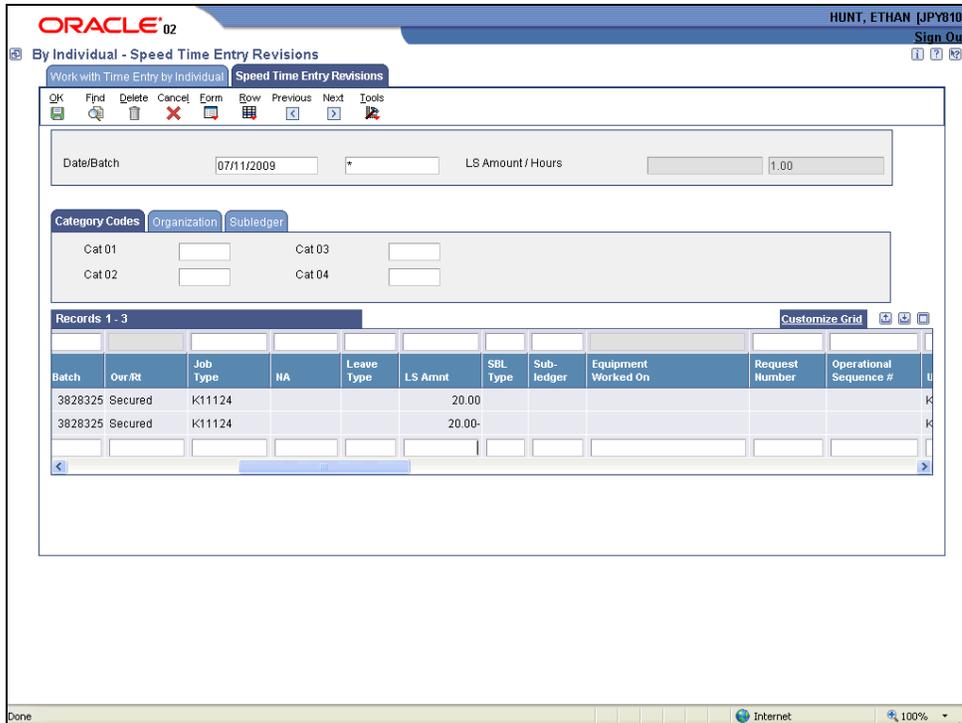
Step	Action
19.	For pay type 889 a <b>negative</b> Lump Sum dollar amount equal to the hours donated needs to be entered in the <b>LS Amnt</b> field. For example, if the employee donating makes \$20 an hour and is donating an hour you would enter " <b>-20</b> " in the <b>LS Amnt</b> field.



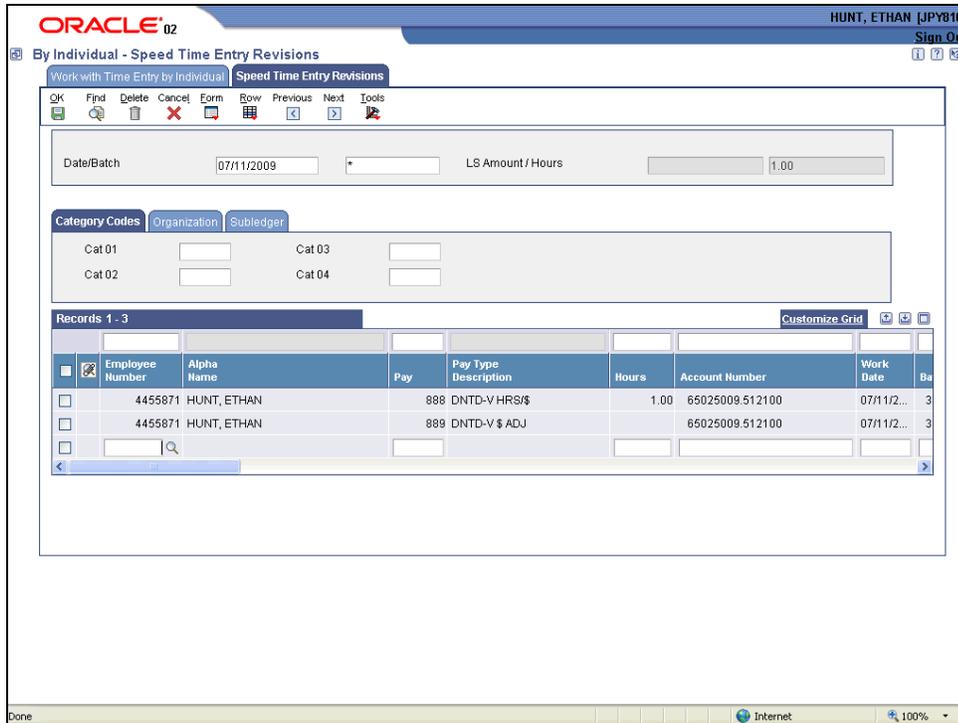
Step	Action
20.	Use the <b>down arrow</b> key on the keyboard to move to the next row on the grid.

# Training Guide

## Recording Catastrophic Leave Donations



Step	Action
21.	Scroll back to the left until you see the Employee Number field. <input type="text"/>
22.	<p><b>Decision:</b> Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> <li>• NAPE/AFSCME Contract Covered Employee Go to step 23 on page 13</li> <li>• Rules Covered Employee Go to step 40 on page 24</li> </ul>



Step	Action
23.	Enter the address book number of the employee receiving leave in the <b>Employee Number</b> field in the grid.
24.	Enter " <b>890</b> " into the <b>Pay</b> field.
25.	For pay type 890 enter the number of hours the employee will be receiving in the <b>Hours</b> field. This needs to be entered as a negative because it is reducing the Sick Taken and increasing the Sick Available.  <b>Note:</b> The amount entered here may not be the same as the number donated. For example, if an employee making \$20 an hour donates an hour to an employee making \$10 an hour, the number of hours the employee would receive would be 2 (a Lump Sum of \$20).

# Training Guide

## Recording Catastrophic Leave Donations



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

By Individual - Speed Time Entry Revisions

Work with Time Entry by Individual Speed Time Entry Revisions

OK Find Delete Cancel Eorm Row Previous Next Tools

Date/Batch 07/11/2009 LS Amount / Hours 1.00

Category Codes Organization Subledger

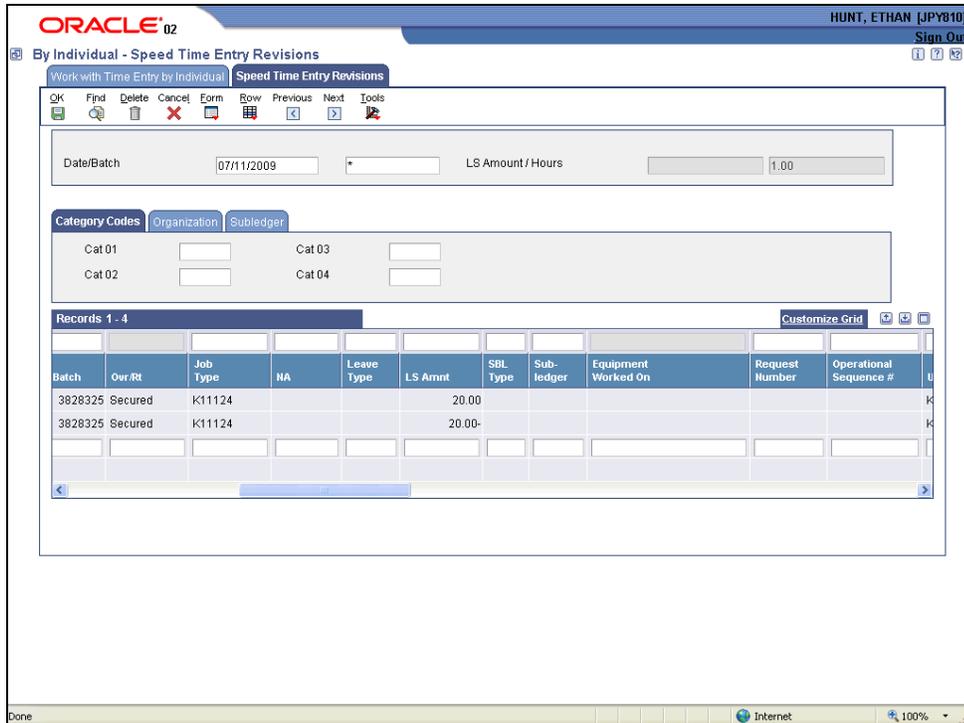
Cat 01 Cat 03  
Cat 02 Cat 04

Records 1 - 4 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Work Date	Bas
<input type="checkbox"/>	4455871 HUNT, ETHAN	888	DNTD-V HRS/\$	1.00	65025009.512100	07/11/2...	3
<input type="checkbox"/>	4455871 HUNT, ETHAN	889	DNTD-V \$ ADJ		65025009.512100	07/11/2...	3
<input type="checkbox"/>	4874866	890		-2			

Done Internet 100%

Step	Action
26.	Scroll to the right until you see the <b>LS Amnt</b> field.



Step	Action
27.	In the LS Amnt field enter the dollar value of the hours being donated. This needs to be entered as a negative.

# Training Guide

## Recording Catastrophic Leave Donations



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

By Individual - Speed Time Entry Revisions

Work with Time Entry by Individual Speed Time Entry Revisions

OK Find Delete Cancel Form Row Previous Next Tools

Date/Batch 07/11/2009 LS Amount / Hours 1.00

Category Codes Organization Subledger

Cat 01 Cat 03  
Cat 02 Cat 04

Records 1 - 4 Customize Grid

Batch	Ovr/Rt	Job Type	NA	Leave Type	LS Amnt	SBL Type	Sub-ledger	Equipment Worked On	Request Number	Operational Sequence #
3828325	Secured	K11124			20.00					
3828325	Secured	K11124			20.00-					
					-20					

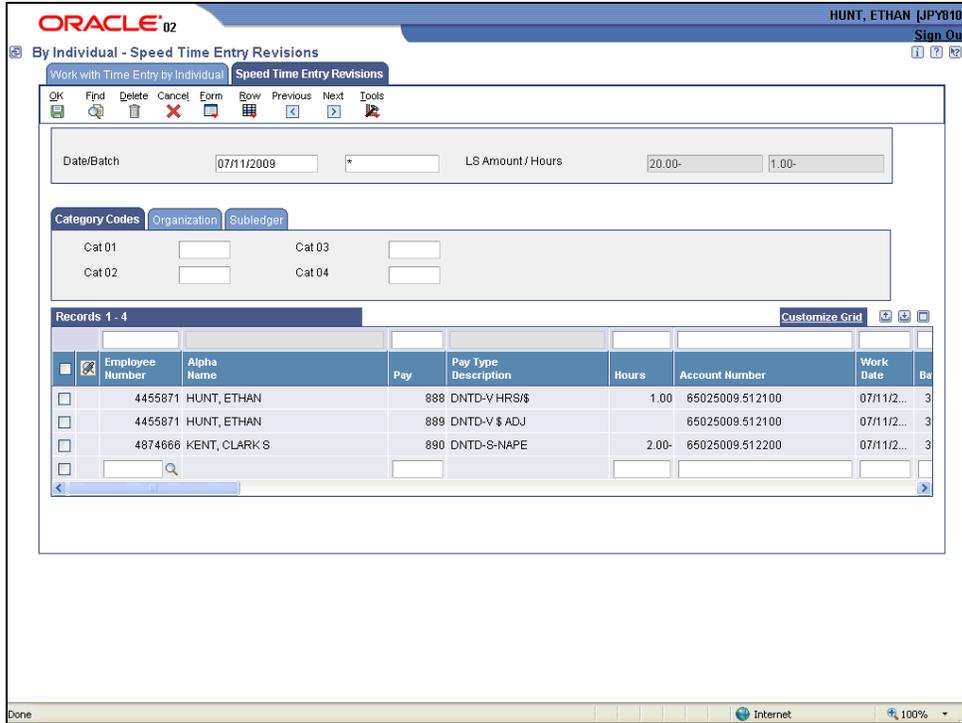
Done Internet 100%

Step	Action
28.	Use the <b>down arrow</b> key on the keyboard to move to the next row on the grid.

Step	Action
29.	Scroll back to the left until you see the Employee Number field. <input type="text"/>

# Training Guide

## Recording Catastrophic Leave Donations



Step	Action
30.	Enter the address book number of the employee receiving leave in the <b>Employee Number</b> field in the grid.
31.	Enter " <b>891</b> " into the <b>Pay</b> field.
32.	No hours are entered for pay type 891.

**By Individual - Speed Time Entry Revisions**

Work with Time Entry by Individual | Speed Time Entry Revisions

OK Find Delete Cancel Eorm Row Previous Next Tools

Date/Batch: 07/11/2009 | LS Amount / Hours: 20.00- | 1.00-

Category Codes | Organization | Subledger

Cat 01: | Cat 03: |  
Cat 02: | Cat 04: |

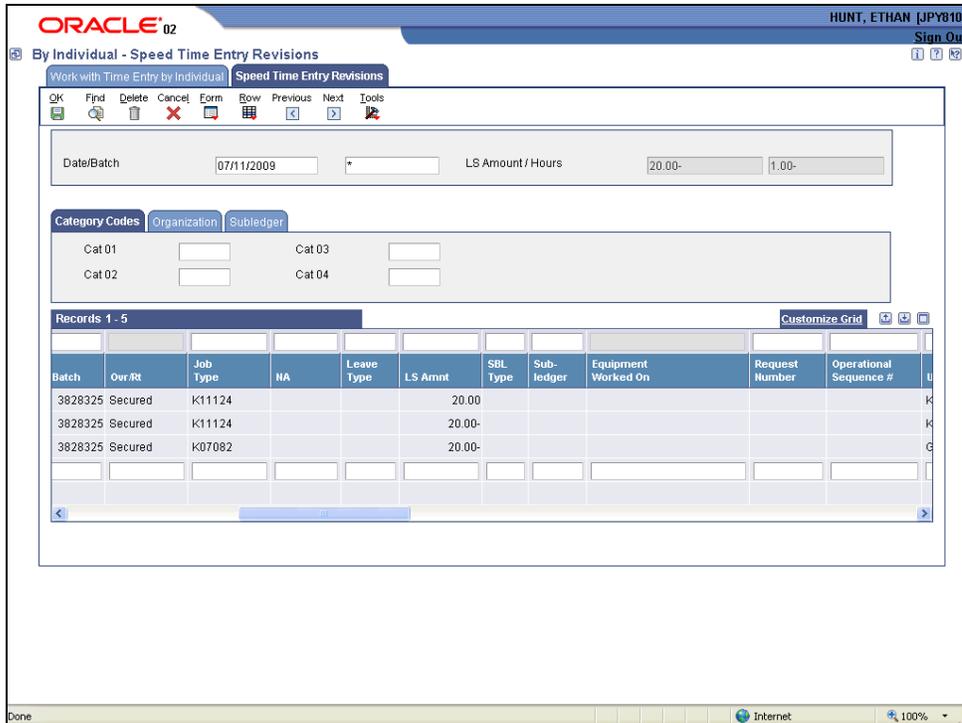
Records 1 - 5 | Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Work Date	Base Rate
4455871	HUNT, ETHAN	888	DNTD-V HRS/\$	1.00	65025009.512100	07/11/2...	3
4455871	HUNT, ETHAN	889	DNTD-V \$ ADJ		65025009.512100	07/11/2...	3
4874666	KENT, CLARK S	890	DNTD-S-NAPE	2.00-	65025009.512200	07/11/2...	3
4874666		891					

Step	Action
33.	Scroll to the right until you see the <b>LS Amnt</b> field.

# Training Guide

## Recording Catastrophic Leave Donations



Step	Action
34.	In the <b>LS Amnt</b> field enter the dollar value of the hours being donated. This needs to be entered as a positive because it is balancing the 890 dollars so the net to pay is Zero.

**ORACLE 02** HUNT, ETHAN [JPY810] Sign Out

By Individual - Speed Time Entry Revisions

Work with Time Entry by Individual Speed Time Entry Revisions

OK Find Delete Cancel Form Row Previous Next Tools

Date/Batch 07/11/2009 LS Amount / Hours 20.00- 1.00-

Category Codes Organization Subledger

Cat 01 Cat 03  
Cat 02 Cat 04

Records 1 - 5 Customize Grid

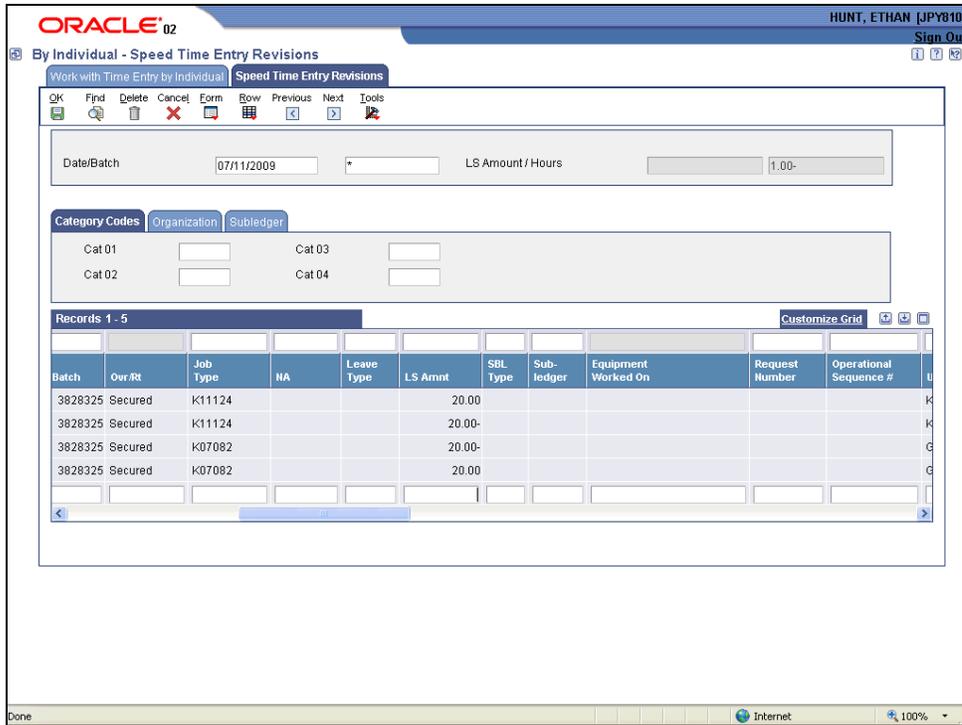
Batch	Ovr Rt	Job Type	NA	Leave Type	LS Amnt	SBL Type	Sub-ledger	Equipment Worked On	Request Number	Operational Sequence #
3828325	Secured	K11124			20.00					
3828325	Secured	K11124			20.00-					
3828325	Secured	K07082			20.00-					

Done Internet 100%

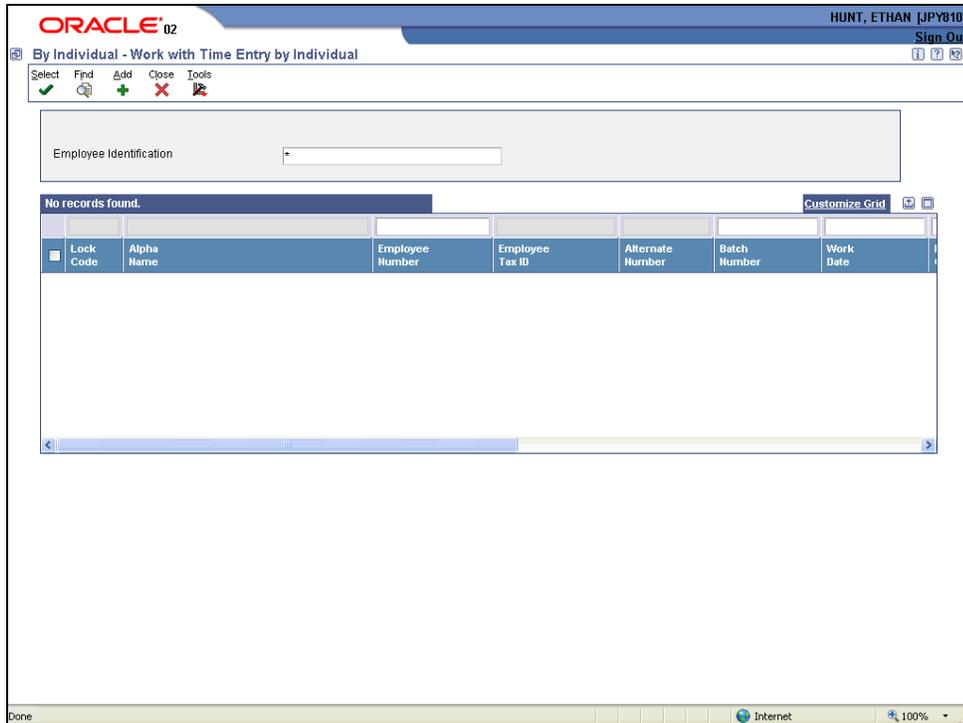
Step	Action
35.	Use the <b>down arrow</b> key on the keyboard to move to the next row on the grid.

# Training Guide

## Recording Catastrophic Leave Donations



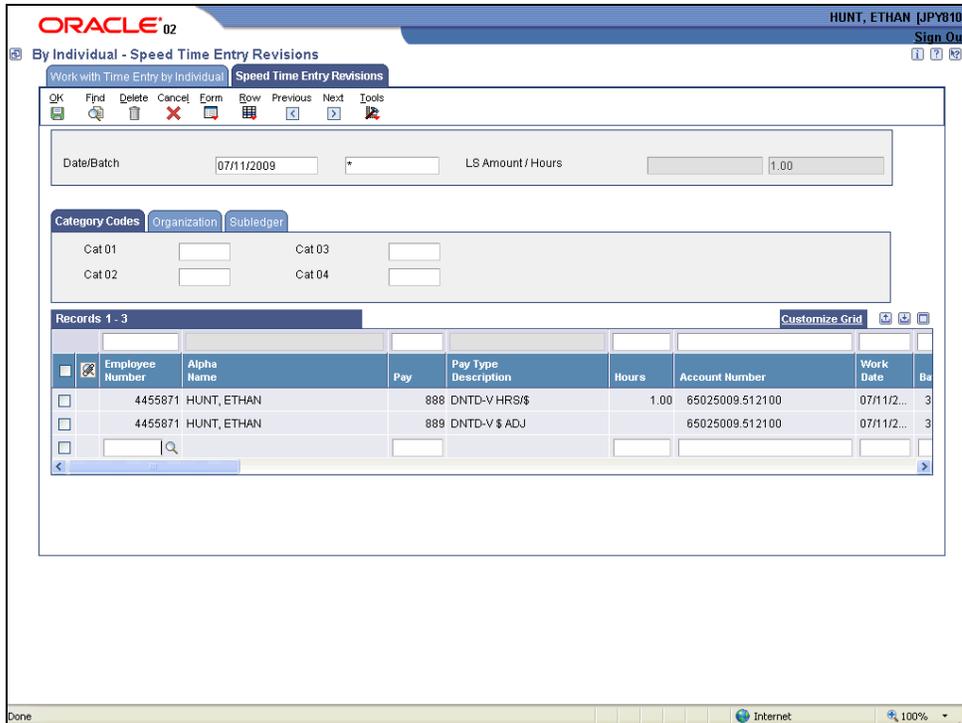
Step	Action
36.	Click the <b>OK</b> button. 
37.	Click the <b>Cancel</b> button. 



Step	Action
38.	Click the <b>Close</b> button. 
39.	You have successfully completed this lesson. <b>End of Procedure.</b> Remaining steps apply to other paths.

# Training Guide

## Recording Catastrophic Leave Donations



Step	Action
40.	Enter the address book number of the employee receiving leave in the <b>Employee Number</b> field in the grid.
41.	Enter "896" into the <b>Pay</b> field.
42.	For pay type 896 enter the number of hours the employee will be receiving in the <b>Hours</b> field. This needs to be entered as positive.  <b>Note:</b> The amount entered here may not be the same as the number donated. For example, if an employee making \$20 an hour donates an hour to an employee making \$10 an hour, the number of hours the employee would receive would be 2 (a Lump Sum of \$20).

By Individual - Speed Time Entry Revisions

Work with Time Entry by Individual | Speed Time Entry Revisions

OK Find Delete Cancel Form Row Previous Next Tools

Date/Batch: 07/11/2009 LS Amount / Hours: 1.00

Category Codes: Organization Subledger

Cat 01 Cat 03  
Cat 02 Cat 04

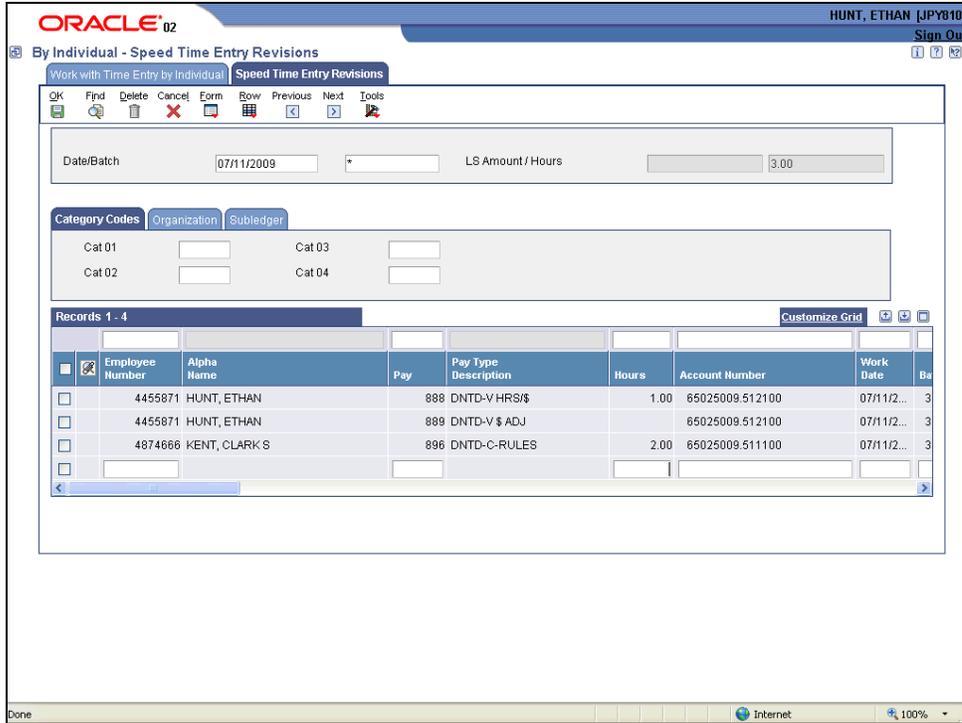
Records 1 - 4 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Work Date	Base Rate
4455871	HUNT, ETHAN	888	DNTD-V HRS/\$	1.00	65025009.512100	07/11/2...	3
4455871	HUNT, ETHAN	889	DNTD-V \$ ADJ		65025009.512100	07/11/2...	3
4874866		896		2			

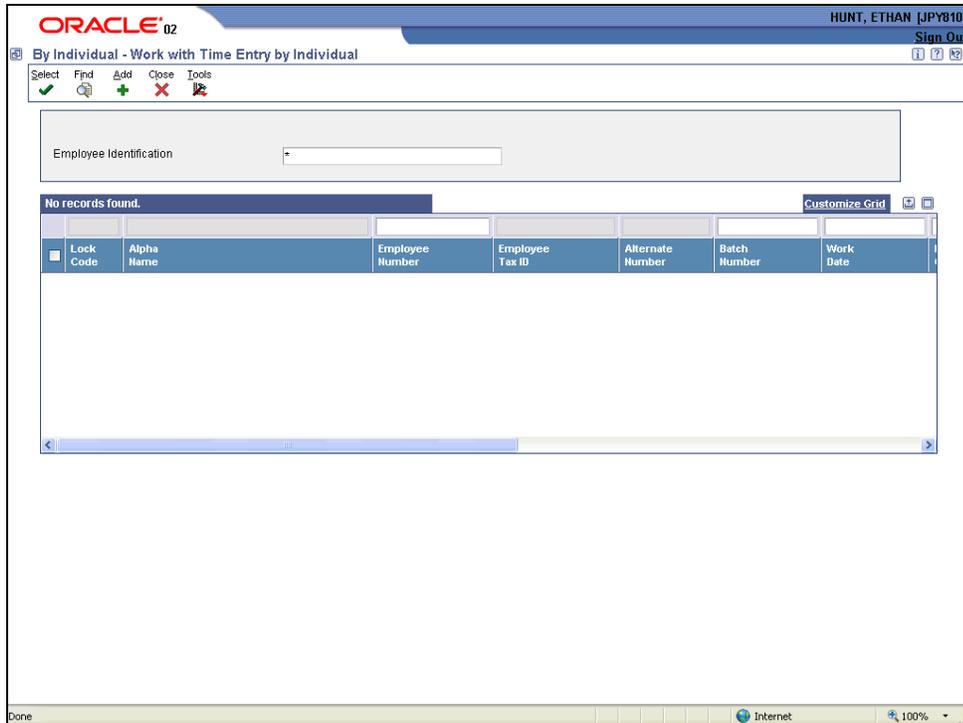
Step	Action
43.	Use the <b>down arrow</b> key on the keyboard to move to the next row on the grid.

# Training Guide

## Recording Catastrophic Leave Donations



Step	Action
44.	Click the <b>OK</b> button. 
45.	Click the <b>Cancel</b> button. 



Step	Action
46.	Click the <b>Close</b> button. 
47.	You have successfully completed this lesson. <b>End of Procedure.</b>