

# 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

## NIS Policies

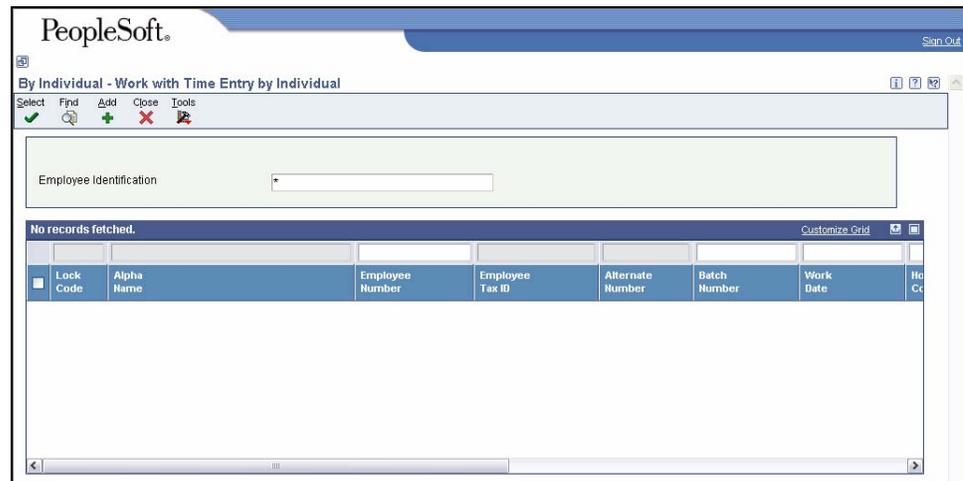
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

## Navigation

Click Roles, HR\_PR.  
(Citrix users – right click on the menu, choose Apply Roles, choose HR\_PR.)  
Human Resources and Payroll – Agencies > Payroll > Time Maintenance > By Individual

## Steps

Start this instruction from the By Individual – Work with Time Entry by Individual window.



1. Click **Add**. The By Individual – Speed Time Entry Revisions window appears.

2. Complete the following fields in the header:
  - Date/Batch – Pay Period End date / Next Numbers will assign a Batch number
3. Complete the following fields:
  - Employee Number – Employee donating the leave.
  - Pay – **888 and 889**, Donated vacation leave for person donating vacation leave.
    -  For Pay-type 888, the hours donated are recorded, along with the hourly rate or with a Lump Sum amount.
    -  For Pay-type 889, a negative Lump Sum dollar amount, equal to the hours donated times the employee's hourly rate, is entered. No hours are recorded.
  - Hours – The amount of vacation hours to remove from the employee's vacation leave balance.
4. Use the down arrow key on the keyboard to move to the next row on the grid.
  -  There are two sets of instructions for employees receiving leave; one for [NAPE/AFSCME contract covered employees](#), and one for [Rules covered employees](#).

#### **NAPE/AFSCME CONTRACT COVERED EMPLOYEE**

5. Complete the following fields then continue to step 6:
  - Employee Number – Employee receiving leave.
  - Pay – **890 and 891**, Increase Sick Leave balance of receiving employee.
    -  Pay-type 890 shows the number of hours donated and the dollar value. It is recorded as a negative, because it is reducing the Sick Taken and increasing the Sick Available.
    -  Pay-type 891 has the Lump Sum value without hours. It is recorded as a positive because it is balancing the 890 dollars so the net to pay is Zero.
  - Hours – The amount of hours to give to the employee's sick leave account. Must be a negative.

**RULES COVERED EMPLOYEE**

6. Complete the following fields then continue to step 6:
  - Employee Number – Employee receiving leave.
  - Hours – Pay Type 896 – Enter the number of hours of donated leave being received. Enter a positive amount with no lump sum amount.
7. Click **OK**.
8. Click **Cancel** to return to the By Individual – Work with Time Entry by Individual window.
9. Click **Close**. You will return to the menu.