

TM-52 PA61 Received Shared Leave Recipient

Purpose

The purpose of this Business Process Procedure is to explain how to create an Infotype 696 (IT0696) eligibility record in the Integrated HR-Payroll System for a recipient employee who has been approved to participate in the Voluntary Shared Leave (VSL) program to receive leave donations.

Business Process Procedure Overview

The State of North Carolina has a policy that permits an employee to receive leave donations from other employees provided that the employee has been approved to participate in the Voluntary Shared Leave (VSL) program. An employee who receives leave donations can then use the shared leave when recording A/A code 9200 after the recipient employee exhausts their own leave balances.

This BPP will describe creating a Received Shared Leave eligibility record.

Note: If processing Received Shared Leave across agencies, a ticket should be submitted to BEST@ncosc.gov for assistance by the receiving agency.

Once an employee is approved for Voluntary Shared Leave, you will create an eligibility record that enables the employee to receive leave donations using Infotype 696 (IT0696) The Absence Pool. Even though the infotype name references absence pools, the functionality in the Integrated HR-Payroll System (based on [OSHR Voluntary Shared Leave policy](#)) will allow only direct employee-to-employee leave donations. There is a single subtype of IT0696 that is relevant to Received Shared Leave eligibility: Foreign Pool (Subtype F). The Foreign Pool subtype creates a generic eligibility record for the employee.

Once an employee is eligible and has a Received Shared Leave quota to accept donations, you may process donations following the steps outlined in the [TM-51 Received Shared Leave \(Donor\)](#) BPP.

There is a single subtype of IT2006 that is relevant to the quota for Received Shared Leave: Received Shared Leave (subtype 80). A separate Received Shared Leave quota (Quota type 80) is created in the backend for the employee when donations are processed via the Absence Donation Administration (IT0613). When the VSL recipient employee records Absence type 9200 on their timesheet, the Received Shared Leave quota is reduced only after all the recipient employee's own leave quotas have been exhausted.

Access Transaction

Via Transaction Code: PA61

Create IT0696 Eligibility Record

There are 9 steps in this process.

Step 1. In the Command field in the upper left corner of the screen, enter **PA61** to open the Maintain Time Data transaction and click the Enter button to the left of the Command field or click Enter on your keyboard. Or, if you have previously added this transaction to your Favorites folder, double click PA61.

Image

Favorites

▼ User Menu for INPAULM20

▢ Archive Administration

TRAINING



Integrated HR-Payroll System



Step 2. Enter the recipient employee's personnel number in **Personnel no.** field and click Enter on your keyboard. Example: 80000715.

Image

Maintain Time Data

Menu



Personnel no.

80000715

Name

Joel Veale01

EEGroup

A

SHRA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

A1

FT N-FLSAOT Perm

CostC

4699999999

CULTURE RESOURCES



Working times

Additional account assignments

Time quotas

Time management data



Infotype Text

Statu

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

☒ Period

From

To

☐ Today

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

STy

Step 3. In the **Period selection** area on the right, enter the effective date of the received shared leave donation in the From and To fields. The From field will default to the current date, but the date may need to be edited.

Example: From 10/14/2025 To 11/30/2025

Note: The Period From and To dates should reflect the time period that an employee is eligible to receive leave donations according to their agency's Voluntary Shared Leave policy. The recipient employee will be able to receive donations only within this period. Should the agency agree to extend the donation period, the eligibility record can be maintained to reflect the extended dates.

Note: High date should never be used.

Step 4. In the **Direct Selection** area at the bottom, enter **696** in the Infotype field and click Enter on your keyboard. You will see **Absence Pools** displayed.

Step 5. Then, enter **F** in the **STy** field and click Enter on your keyboard. You will see Foreign Pool displayed.

Image

Maintain Time Data

Menu



Personnel no.

80000715

Name

Joel Veale01

EEGroup

A

SHRA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

A1

FT N-FLSAOT Perm

CostC

4699999999

CULTURE RESOURCES



Working times

Additional account assignments

Time quotas

Time management data



Infotype Text

Statu

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

☒ Period

From 10/14/2025

To

11/30/2025

☐ Today

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

Absence Pools

STy

F

Foreign Pool

Step 6. Click the **Create** button (F5).

Image

Create Absence Pools (0696)

Menu | [Search] | [Save] [Back] [Forward] [Cancel] [Print] [Export] [Import] [Help]

Personnel No: 80000715 Name: Joel Veale01

EEGroup: A SHRA Employees PersA: 4601 Natural and Cultural Resources

EESubgroup: A1 FT N-FLSAOT Perm Statu: Active

Start: 10/14/2025 [Calendar Icon] 11/30/2025

Absence Pools

Absence Pool ID: *

Step 7. Click the **Absence Pool ID** drop-down list.

Step 8. Select **VSL Voluntary Shared Leave** in the list box.

Image

Create Absence Pools (0696)

Menu

Personnel No

80000715

Name

Joe1 Veale01

EEGroup

A

SHRA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

A1

FT N-FLSAOT Perm

Statu

Active

Start

10/14/2025

To

11/30/2025

Absence Pools

Absence Pool ID

VSL Voluntary Shared Leave

Step 9. Click the **Save** button (Ctrl+S).

Important Notes

When employees donate leave to the recipient via the IT0613 record, the Integrated HR-Payroll System will generate a Quota Corrections (IT2013) record automatically which will increase the recipient employee's Received Shared Leave quota (Quota Type 80). The donated leave will be available to the receiving employee the day after the effective date (Start/End dates) once the nightly Time Evaluation program has processed the donation.

In the event that the medical condition expires prior to an employee's Received Shared Leave quota being exhausted, unused VSL donations must be returned to the donor(s) in accordance with OSHR Voluntary Shared Leave policy. An IT2013 Quota Corrections record must be created for any or all of the donations unused by the

recipient.

Each agency will manage pro-rated leave returns internally if the donor belongs to the designated agency. If donors exist outside of the recipient's agency, a ticket should be submitted to BEST Shared Services for donor return processing. The following information should be included on the request for BEST:

- Donor information
- Leave type
- Amount to be returned

First Published

Sun, 10/25/2015

Last Updated

Thu, 01/29/2026

[View PDF](#)