Leave Donation Process Overview

The Leave Donation Process in Cardinal does not allow employees to enter a donation leave request (DLR) directly. Employees who wish to donate leave to another employee should follow agency policy and procedures.

Use the **Adjust Absences** pages to manually create the appropriate balance adjustments for the donor and recipient (similar to the way you make balance adjustments for other leave types) for both leave donations and the return of unused donated leave. The **Donated Leave Usage Report Query** (**V_TA_DONATED_LEAVE**) can be used to identify unused leave that should be returned.

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Entering Leave Donation Adjustments

1. Navigate to the **Absences** page using the following path:

    Cardinal HCM > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

2. Enter the donor's **Empl ID** number.

3. Select the **Pay Group**.

4. Choose the **Calendar ID** for the pay period the balance adjustment should occur. This is the period the leave is to become available to the recipient.

5. Click the **Search** button.

6. The **Absences** page displays.

7. In the **Element Name** field, select **DLR DON ELEM**.

8. The **Begin Date** and **End Date** prefill based on the calendar selected. These prefill after you select the **Element Name**.

9. In the **Balance Adjustment** field enter the appropriate hours as a positive amount of leave that should be donated by the donor. For this scenario, enter **16** hours.

10. Click the **Comments** icon.

11. The **Absence Comments** pop-up window displays. Enter the appropriate comments.

12. Click the **OK** button.

13. The **Absences** page returns.

14. Click the **Save** button.

15. For this scenario, the adjustment was made for the donor, now the adjustment must be made for the recipient. Click the **Return to Search** button.

16. Enter the **Empl ID** number.

17. Choose the **Calendar ID** for the pay period the balance adjustments should occur. This is the period the leave is to become available to the recipient. This should match what you input for the leave donor.

18. Click the **Search** button.

19. The **Absences** page displays.

20. To adjust the recipient's leave, select **DLR REC ELEM** for the **Element Name**.

21. For **Balance Adjustment**, enter the hours as a positive number to increase the balance. In this scenario, enter **16**. The **Begin Date** and **End Date** fields prefill.

22. Click the **Comments** icon.
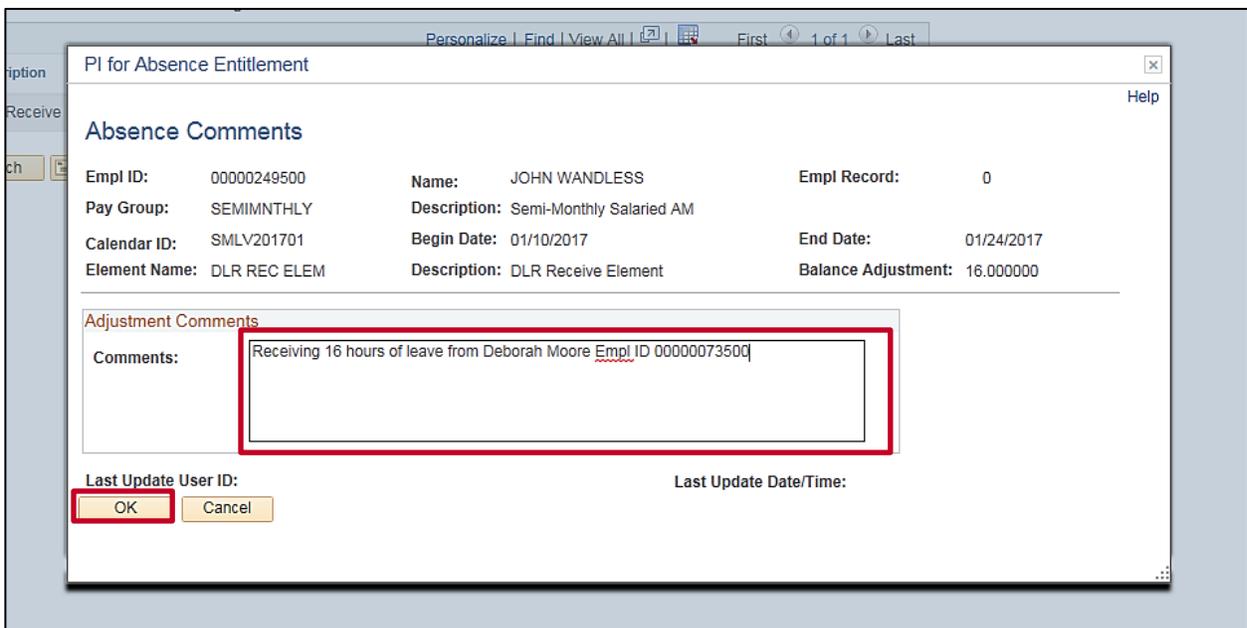
23. The **Absence Comments** pop-up window displays. Enter your comments.

24. Click the **OK** button to return to the **Absences** page.

25. Click the **Save** button.

26. The adjustment process has been completed.

Note: The donor and recipient absence balances update when the normal Calculate Absence and Payroll process runs, which is generally daily. The donor's leave balance will be reduced by the donated amount and the recipient's DLR balance will be increased by the donated amount. The recipient can use the DLR hours after the Calculate Absence and Payroll process has run, even though the leave adjustment is not visible to them. The balance adjustments are not visible to the employee until the pay period has been finalized.

Entering Leave Return Adjustments

1. Navigate to the **Absences** page using the following path:

   Cardinal HCM > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

2. The **Absences** search page displays. Enter the donor's **Empl ID** number.

3. Choose the **Calendar ID** for the pay period the return adjustments should occur.

4. Click the **Search** button.
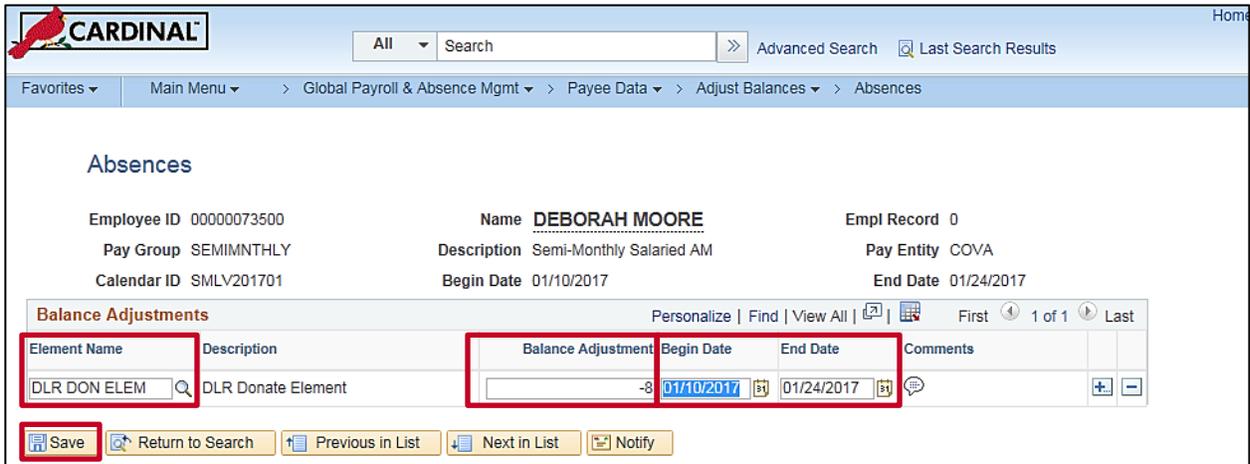
5. The **Absences** page displays. In the **Element Name** field, select **DLR DON ELEM**.

6. In the **Balance Adjustment** field, enter the hours that should be returned to the donor as a negative number. In this scenario, enter **-8**.

7. The **Begin Date** and **End Date** will prefill based on the calendar selected. These prefill after you select the **Element Name**.

8. Click the **Comments** icon.
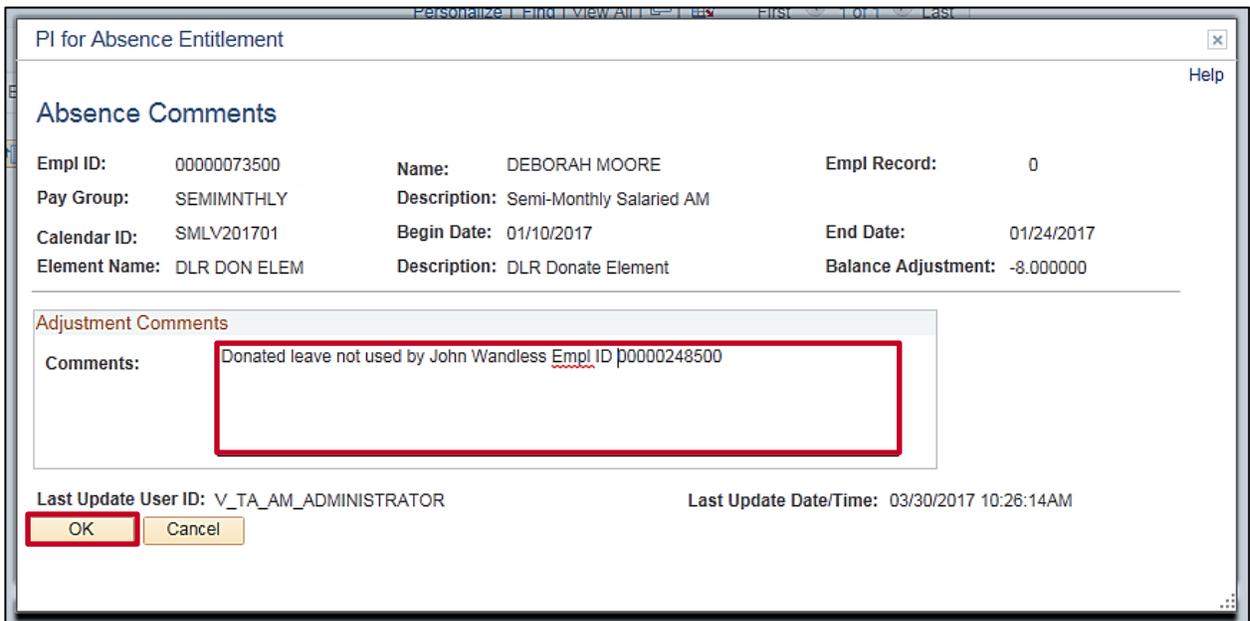
9. The **Absence Comments** pop-up window displays. Enter the appropriate comments.

10. Click the **OK** button.

11. The **Absences** page returns. Click the **Save** button.

12. In this scenario, the adjustment was made for the donor, now the adjustment must be made for the recipient. Click the **Return to Search** button.

13. The **Absences** search page displays.

14. Select the **Pay Group**.

15. Choose the **Calendar ID** for the pay period the return adjustments should occur. This should match what you input for the leave donor.

16. Click the **Search** button.

17. To adjust the recipient's leave, select **DLR REC ELEM** for the **Element Name**.

18. For **Balance Adjustment**, enter the hours as a negative number. In this scenario, enter **-8**.
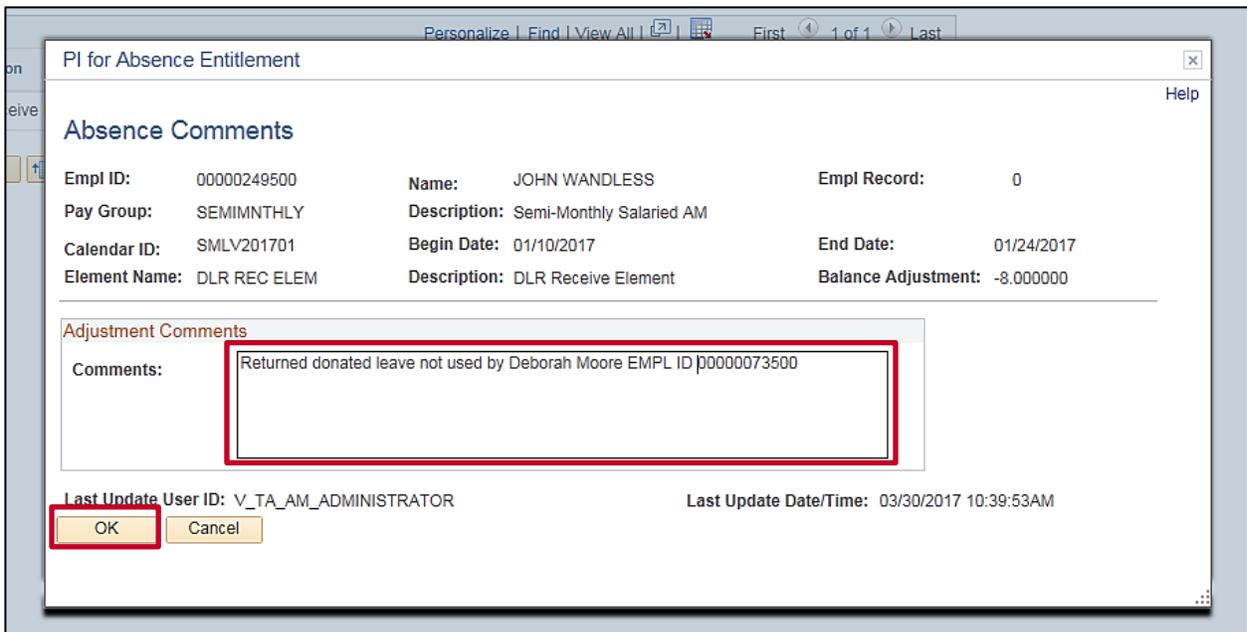
19. Click the **Comments** icon.

20. The **Absence Comments** pop-up window displays. Enter an appropriate comment based on the adjustment being made.

21. Click the **OK** button to return to the **Absences** page.

22. Click the **Save** button.

23. The adjustment process has been completed.

    Note: The absence balances update when the normal Calculate Absence and Payroll process runs, which is generally daily. The donor's vacation balance will be increased by the returned amount and the recipient's DLR balance will be decreased by the returned amount. The balance adjustments are not visible to the employee until the pay period has been finalized.