

HRIS – Human Resources Information Solution

RESOURCE GUIDE: DONATED LEAVE



DONATED LEAVE

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Donated Annual Leave Process Overview

The State of Arizona offers a Donated Annual Leave program. For more information regarding this program, please see State Personnel Rule R2-5A-B602 (F). The amount of donated annual leave received calculates using both the Leave Recipient and Leave Donor(s) hourly rate of pay.

If the Recipient does not use all of the Donated Annual Leave, the unused portion of the leave returns to the Donors on a pro-rated basis.

Donated Annual Leave processes using five forms:

- Donated Annual Leave Batch Maintenance (ZT70.5)
- Donated Annual Leave (ZT70.1)
- Donated Annual Leave sub form (ZT70.3 More button)
- Donated Annual Leave Return (ZT70.2)
- Donated Annual Leave Return sub form (ZT70.4 Return Info button)

NOTES:

- Before creating a Donated Leave Batch, verify the employee is eligible to receive Donated Leave. HRIS does not have any checks to verify this.
- Verify that the Donated Annual Leave paper form was completed and signed.
- If Donated Leave is going to be available in a specific pay period, create the batch no later than Monday (Day 1) of pay week. Donated leave batches created on compute Tuesday will not have hours available for the recipient to use until the next pay period.

Example Calculation of Donation and Return of Donated Annual Leave

Recipient

- EIN 12345 – Rate of pay is \$10.00

Donors

- EIN 23456 – Donates 25 hours leave at a rate of \$12.50
- EIN 34567 – Donates 10 hours at a rate of \$8.00
- EIN 45678 – Donates 100 hours at a rate of \$15.00
 - 135 (original) hours total

HRIS calculation

- EIN 23456 (25 hours*12.50)/10.00 = 31.25 converted hours
- EIN 34567 (10 hours * 8.00)/10.00 = 8.00 converted hours
- EIN 45678 (100 hours*15.00)/10.00 = 150.00 converted hours

Recipient receives a total donation of $31.25 + 8.0 + 150.0 = 189.25$ converted hours.

Recipient uses 160.00 hours prior to returning to work, a balance will remain in the donated leave bucket of 29.25 converted hours.

The total original hours donated are 135. Individual donations divided by 135 equals the percentage of total donations.

- EIN 23456 – $25/135 = 18.5185\%$
- EIN 34567 – $10/135 = 7.4074\%$
- EIN 45678 – $100/135 = 74.0741\%$

The 29.25 prorated hours returned:

- EIN 23456 $29.25 * 18.5185\% = 5.4166$ hours = 5.41 hours returned
- EIN 34567 $29.25 * 7.4074\% = 2.1667 = 2.17$ hours returned
- EIN 45678 $29.25 * 74.0741\% = 21.6666 = 21.67$ hours returned

The system will round the hours.

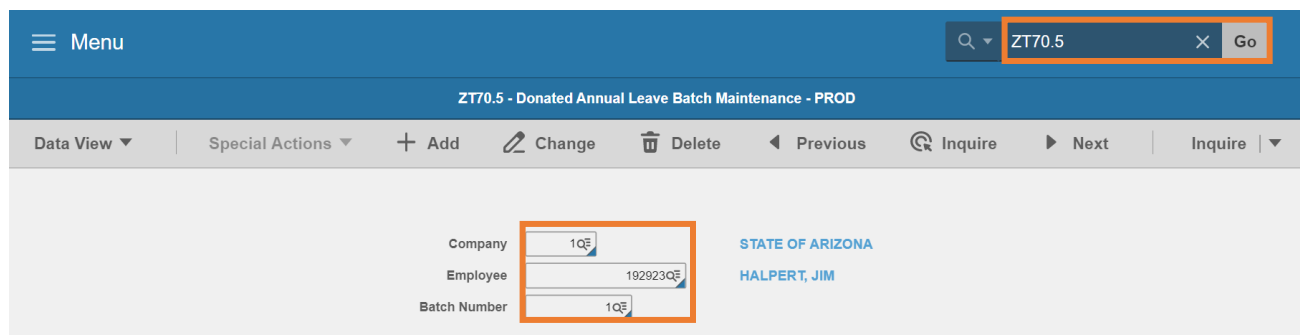
Process New Donations

Create a Batch ZT70.5

Use **Donated Annual Leave Batch Maintenance (ZT70.5)** to create a new batch number for employee donated leave donations and establish the date that donations start. This form will also display return information for the batch upon the return of donated leave hours.

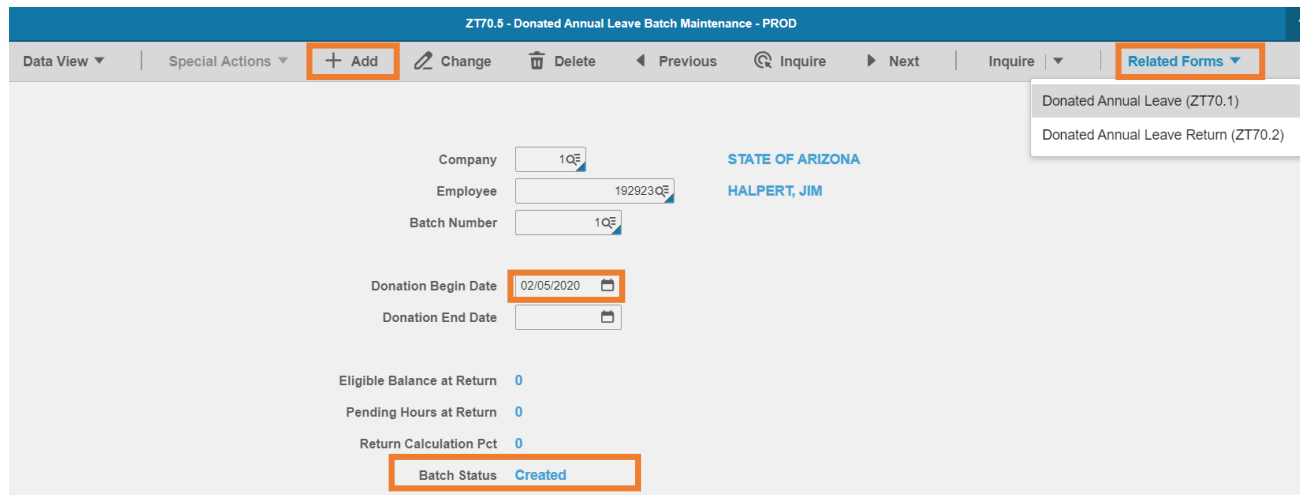
Note: If the Recipient has a zero balance and receives additional donated leave, create a new batch.

- This is true for donations that come in after the batch with the original donations and the Recipient has already used all the hours. To add another entry would create an unfair pro-rated calculation when hours return.



The screenshot shows the top of the ZT70.5 form. A search bar at the top right contains 'ZT70.5' and a 'Go' button. Below the search bar is a navigation menu with options: Data View, Special Actions, Add, Change, Delete, Previous, Inquire, Next, and Inquire. The main form area has three input fields: Company (1Q), Employee (192923Q), and Batch Number (1Q). To the right of these fields, the text 'STATE OF ARIZONA' and 'HALPERT, JIM' is displayed.

1. Type **ZT70.5** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number** of the person who will be receiving the Donated Annual Leave
4. **Batch Number:** Type a unique **Batch Number**
 - Drill Around to view existing batch numbers



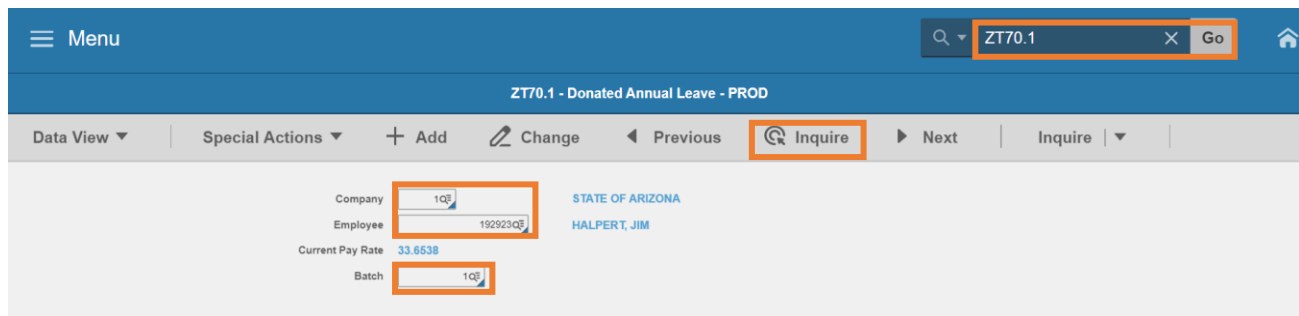
The screenshot shows the 'Add' button highlighted in the navigation menu. A dropdown menu for 'Related Forms' is open, showing 'Donated Annual Leave (ZT70.1)' and 'Donated Annual Leave Return (ZT70.2)'. The main form area shows the same input fields as before, plus 'Donation Begin Date' (02/05/2020) and 'Donation End Date' (empty). Below these are summary statistics: Eligible Balance at Return (0), Pending Hours at Return (0), and Return Calculation Pct (0). At the bottom, the 'Batch Status' is 'Created'.

5. **Donation Begin Date:** Select the first **date** the employee is eligible to receive donations.
 - This date is only for reference

- It will not affect time records or available balances
6. **Donation End Date: **DO NOT input a value in this field**
 - The End Date will be populated by HRIS when the Donation Return is processed
 7. Click **Add** to save
 - Status bar displays message **Add Complete-Continue**
 - The **Batch Status** will show **Created**
 8. Click **Related Forms** to select **Donated Annual Leave (ZT70.1)** to transfer to the screen to add donated hours.

Enter Donations ZT70.1

Use **Donated Annual Leave (ZT70.1)** to create and submit donated annual leave transactions. Donations are added to a batch first. After hours are added, donations must be submitted to be made available for donor to use. View submitted transactions using Donated Annual Leave Return (ZT70.2).



If transferred to screen from ZT70.5 skip to step 6

1. Type **ZT70.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Batch:** Select the **Batch Number** created on ZT70.5
5. Click **Inquire**

ZT70.1 - Donated Annual Leave - PROD

Data View ▾ | Special Actions ▾ | **+ Add** | Change | Previous | Inquire | Next | Inquire ▾

Company STATE OF ARIZONA
 Employee HALPERT, JIM
 Current Pay Rate 33.6538
 Batch

NOTES - ALL DONATED HOURS ARE TAKEN FROM DONORS ANNUAL PLAN BALANCE
 - ENTRIES MUST BE ADDED THEN SUBMITTED TO COMPLETE TRANSACTIONS

FC	From Employee	Current Pay Rate	Hours Donated	Hours To Deposit	Batch Error
<input type="text" value="A"/>	<input type="text" value="192924QE"/>		<input type="text" value="10"/>		
<input type="text" value="A"/>	<input type="text" value="90210QE"/>		<input type="text" value="40"/>		
<input type="text" value=""/>	<input type="text" value="QE"/>				
<input type="text" value=""/>	<input type="text" value="QE"/>				

6. **FC:** Type or select **A** Add
7. **From Employee:** Type or select from the drop down menu the **Employee Identification Number** of the donating employee
8. **Hours Donated:** Type the number of **hours** being donated
9. Repeat steps 6-8 for each employee making a donation
10. Click **Add** to save. Status bar displays message **Add Complete-Continue**

Review Hours Added to the batch

NOTES - ALL DONATED HOURS ARE TAKEN FROM DONORS ANNUAL PLAN BALANCE
 - ENTRIES MUST BE ADDED THEN SUBMITTED TO COMPLETE TRANSACTIONS

FC	From Employee	Current Pay Rate	Hours Donated	Hours To Deposit	Batch Error
<input type="text" value=""/>	<input type="text" value="192924QE"/>	<input type="text" value="36.0577"/>	<input type="text" value="10.00"/>	<input type="text" value="10.71"/>	<input type="button" value="More"/>
<input type="text" value=""/>	<input type="text" value="90210QE"/>	<input type="text" value="28.8462"/>	<input type="text" value="40.00"/>	<input type="text" value="34.29"/>	<input type="button" value="More"/>

At this step the hours have been added to the batch but not yet submitted.

1. The Current Pay Rate of the donor appears
2. Hours to Deposit for the recipient appears
3. Click **More**

ZT70.3 - Additional Information - PROD

| Detach | Special Actions ▾ | Inquire | Inquire ▾

Donating Employee Name **BEESLY, HALPERT**
 Current Pay Rate **36.0577**
 Date of Donation **02/05/2020**

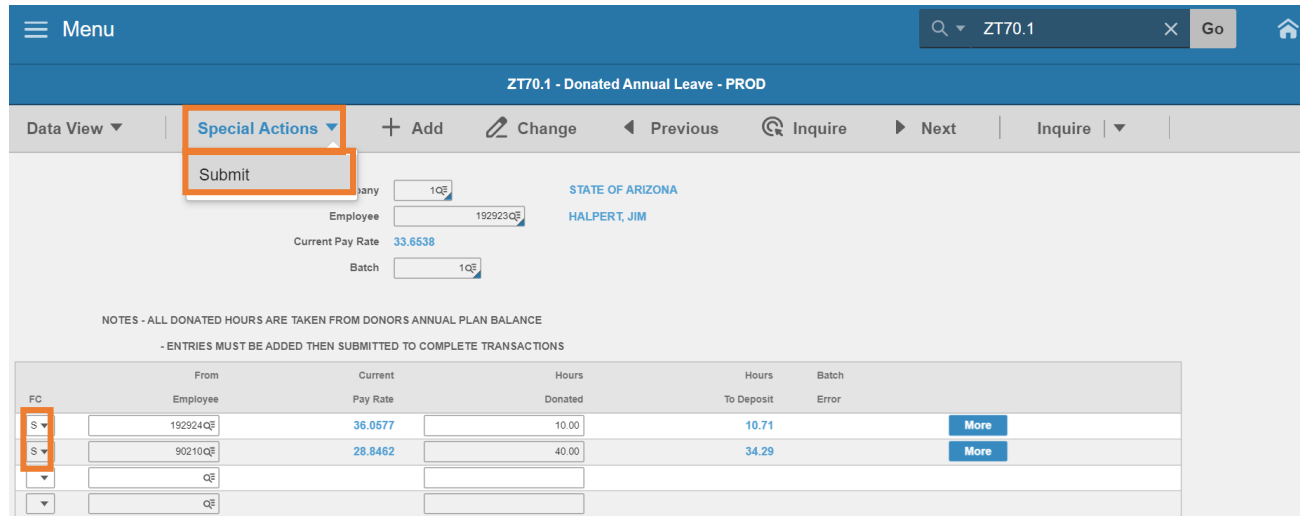
 Original Donating Pay Rate **36.0577**
 Original Receiving Pay Rate **33.6538**

4. The Additional Information (ZT70.3) form displays a summary of the donor's information
5. **Date Donation Submitted** is blank. Entry has been added but not submitted
6. Click **Back** to return to ZT70.1

Submit Donations ZT70.1

After hours are added to a batch, the second step is to Submit the donations making them available for recipient to use.

WARNING – if these steps are not completed, the donations will not process in HRIS.



Notes - ALL DONATED HOURS ARE TAKEN FROM DONORS ANNUAL PLAN BALANCE
- ENTRIES MUST BE ADDED THEN SUBMITTED TO COMPLETE TRANSACTIONS

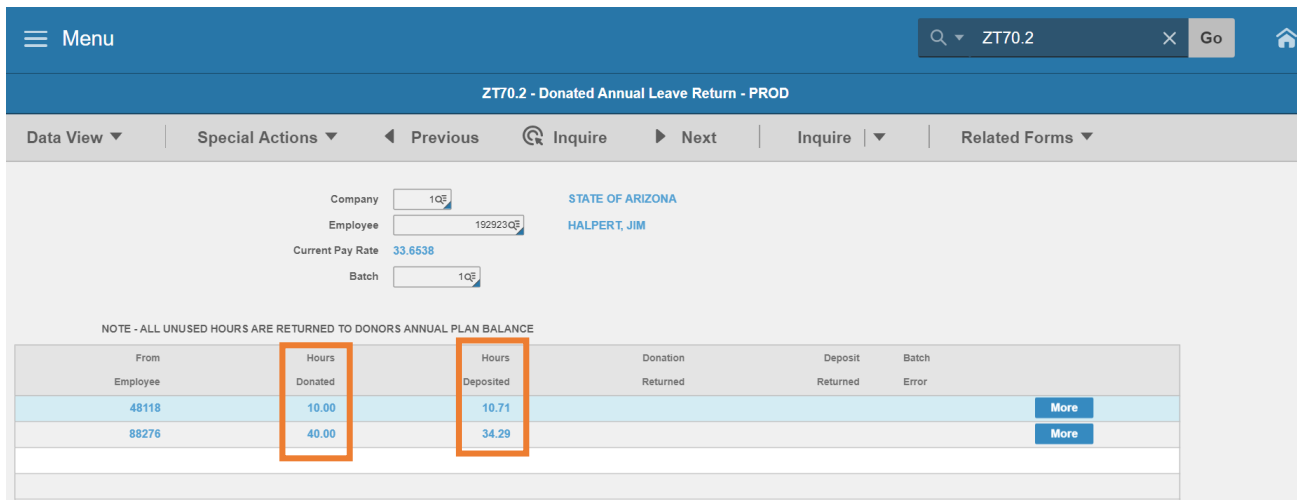
FC	From Employee	Current Pay Rate	Hours Donated	Hours To Deposit	Batch Error
S	19292400	36.0577	10.00	10.71	More
S	9021000	28.8462	40.00	34.29	More
	00				
	00				

1. **FC:** Type or select **S Submit Donation** in each row
2. Click **Special Actions**
3. Click **Submit**
 - Status bar displays message **Donations Submitted**
 - Donation fields below are now blank

NOTE: These steps may have to be repeated multiple times due to the number of donors. Add more donors using the PageUp / PageDown buttons. When multiple pages exist, repeat steps 1-3 on each page.

Verify New Donations

Submitted donations appear on the **Donated Annual Leave Return (ZT70.2)**



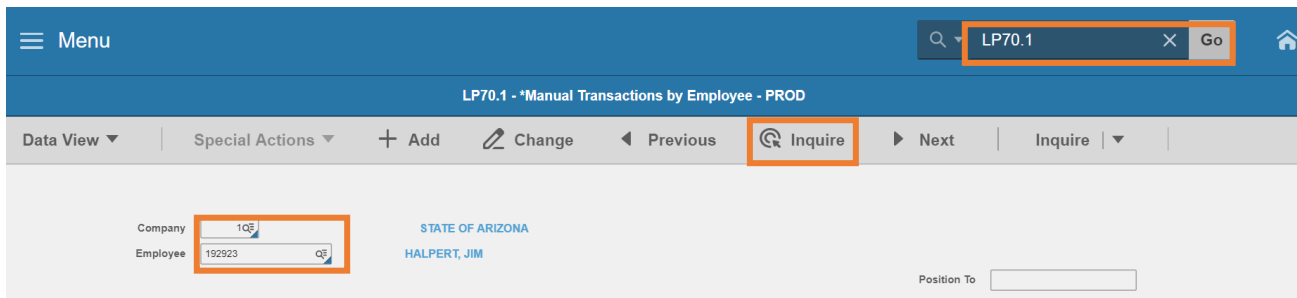
From Employee	Hours Donated	Hours Deposited	Donation Returned	Deposit Returned	Batch Error
48118	10.00	10.71			
88276	40.00	34.29			

1. Use **Related Forms** to transfer from the ZT70.1 to the ZT70.2
2. **Hours Donated:** Annual Leave hours donated by **From Employee**
3. **Hours Deposited:** Hours added to **recipient’s Donated Leave balance**
4. **Donation Returned/Deposit Return:** remain blank until batch is closed

If donations do not appear on this screen, return to the ZT70.1 to complete processing.

Submitted donations temporarily appear on the LP70.1 Manual Transactions form. These transactions will process nightly to update the Annual Leave and Donated Leave balances.

Do not change these system-generated transactions. To make adjustments use the ZT70.1 form.



1. Type **LP70.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number** of the person is receiving the Donated Annual Leave
4. Click **Inquire**

LP70.1 - *Manual Transactions by Employee - PROD

Data View | Special Actions | + Add | Change | Previous | Inquire | Next | Inquire | Related Forms

Position To

FC	Plan	Struct Grp	Amount	Transaction Type	Status
Position	Tran Date	Amount Type	Description		
▼	DONATED	LPDONATED	10.710000	03 Adj Available	Unprocessed
		02/05/2020	1 Hours		
▼	DONATED	LPDONATED	34.290000	03 Adj Available	Unprocessed
		02/05/2020	1 Hours		
▼					
▼					
▼					

More

Description: DONATED FROM 000192924 Transaction Code: QE

5. Donations are displayed
 - Each donation will *increase* the Donated Leave balance by the hours listed in the Amount field
6. Description for transactions will display **DONATED FROM EIN-of-Donor**

LP70.1 - *Manual Transactions by Employee - PROD

Data View | Special Actions | + Add | Change | Previous | Inquire | Next | Inquire | Related Forms

Company: STATE OF ARIZONA
Employee: 192924 BEESLY, HALPERT

Position To

FC	Plan	Struct Grp	Amount	Transaction Type	Status
Position	Tran Date	Amount Type	Description		
▼	ANNUAL	LPAANUNC1	10.000000	03 Adj Available	Unprocessed
		02/05/2020	1 Hours		
▼					
▼					
▼					
▼					

More

Description: DONATED TO 000192923 Transaction Code: QE

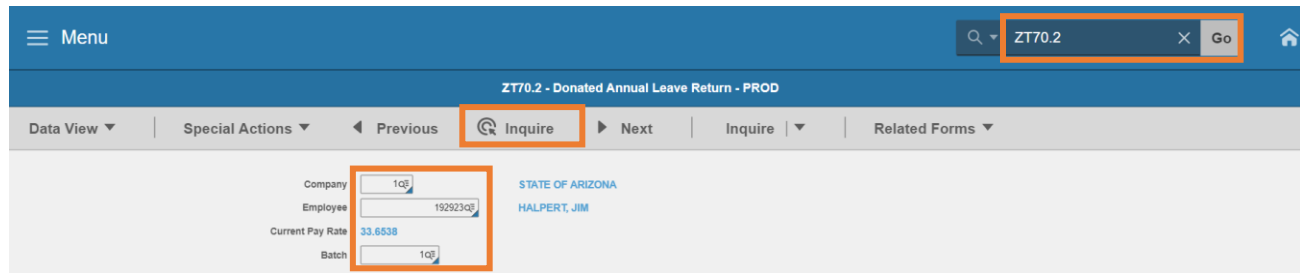
7. **Employee:** Type or select the **Employee Identification Number** of the person donating hours
8. Click **Inquire**
9. Donations are displayed
 - Each donation will *decrease* the Annual Leave balance by the hours listed in the Amount field
10. Description for transaction will display **DONATED TO EIN-of-Recipient**

The donation portion of the process is now complete. Once the employee is no longer in need of donated leave, follow Processing Donation Returns

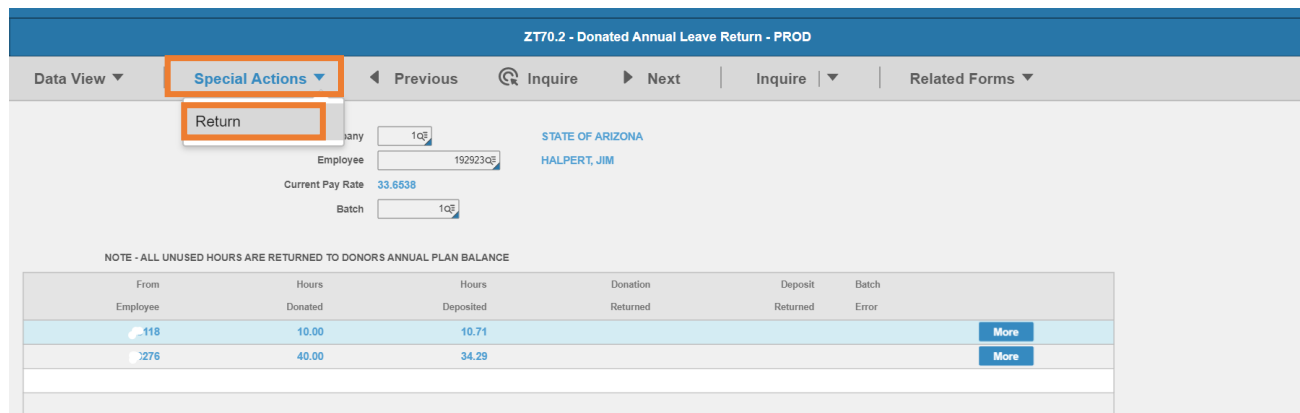
Processing Donation Returns

Once the employee is no longer in need of the donated leave, process the **ZT70.2 Donated Leave Return**. This is an important part of the process in order to close the batch and populate the End Date on the ZT70.5 Donated Annual Leave Batch Maintenance. Future batches cannot be created until existing batches are closed.

Even if the Recipient has a zero balance, process the ZT70.2. If new donations are received, follow instructions to create a new batch



1. Type **ZT70.2** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. **Batch**: Select the **Batch Number**
5. Click **Inquire**




From Employee	Hours Donated	Hours Deposited	Donation Returned	Deposit Returned	Batch Error
118	10.00	10.71			
276	40.00	34.29			

A row should appear for every donation the employee received.

- If donations do not appear on ZT70.2:
 - Return to ZT70.1
 - Click **Inquire**
 - If donations appear on ZT70.1, follow previous instruction to submit the donations

6. Click **Special Actions**
7. Click **Return** to process the return of the unused donated leave. Status bar displays message **Return Complete – Continue**

ZT70.2 - Donated Annual Leave Return - PROD

Data View ▾ | Special Actions ▾ | ◀ Previous  Inquire ▶ Next | Inquire ▾ | Related Forms ▾

Company STATE OF ARIZONA
 Employee HALPERT, JIM
 Current Pay Rate 17.0000
 Batch Closed/Returned [Return Info](#)


NOTE - ALL UNUSED HOURS ARE RETURNED TO DONORS ANNUAL PLAN BALANCE

From Employee	Hours Donated	Hours Deposited	Donation Returned	Deposit Returned	Batch Error	
.911	40.00	49.68	6.19	7.67	*	More
.285	4.00	6.73	.62	1.04		More

The form displays amount of hours returned to each donor in the Deposit Returned Field.

8. Review **Batch Error** column for **asterisk ***
9. Click **More** to review the error

ZT70.3 - Additional Information - PROD

[← Back](#) | Detach | **Special Actions** ▾  Inquire | Inquire ▾

[Clear Error](#)

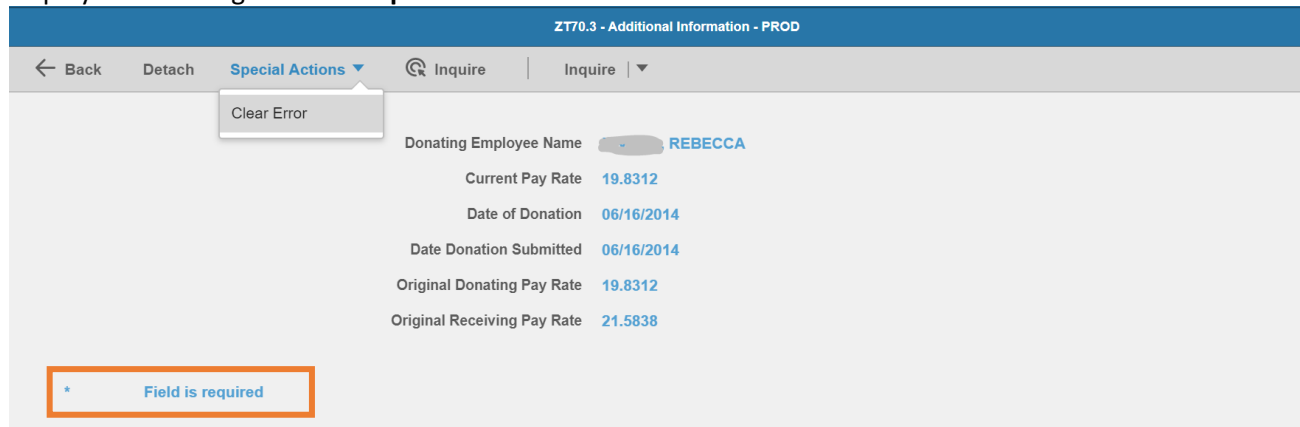
Donating Employee Name RICHARD B.
 Current Pay Rate 15.0000
 Date of Donation 08/07/2008
 Date Donation Submitted 08/07/2008
 Original Donating Pay Rate 41.8911
 Original Receiving Pay Rate 22.2836

* Employee status is not active

The employee did not receive the return showing in the ZT70.2 Deposit Returned column. Refer to the Agency Payroll Guide – Donated Leave on the General Accounting Office website for error resolution. After the error is resolved:

10. Click **Special Actions**
11. Click **Clear Error**. Status bar displays message **Error cleared**
12. Click **Back** to return to ZT70.2
13. Click **Inquire** the asterisk no longer displays in the **Batch error** column

Return NOTE: If the Batch Status says **Closed/Returned** and all the Donors have an error, the More button displays the message **Field is required**.



ZT70.3 - Additional Information - PROD

← Back Detach **Special Actions** ▾ 🔍 Inquire Inquire ▾

Clear Error

Donating Employee Name **REBECCA**

Current Pay Rate **19.8312**

Date of Donation **06/16/2014**

Date Donation Submitted **06/16/2014**

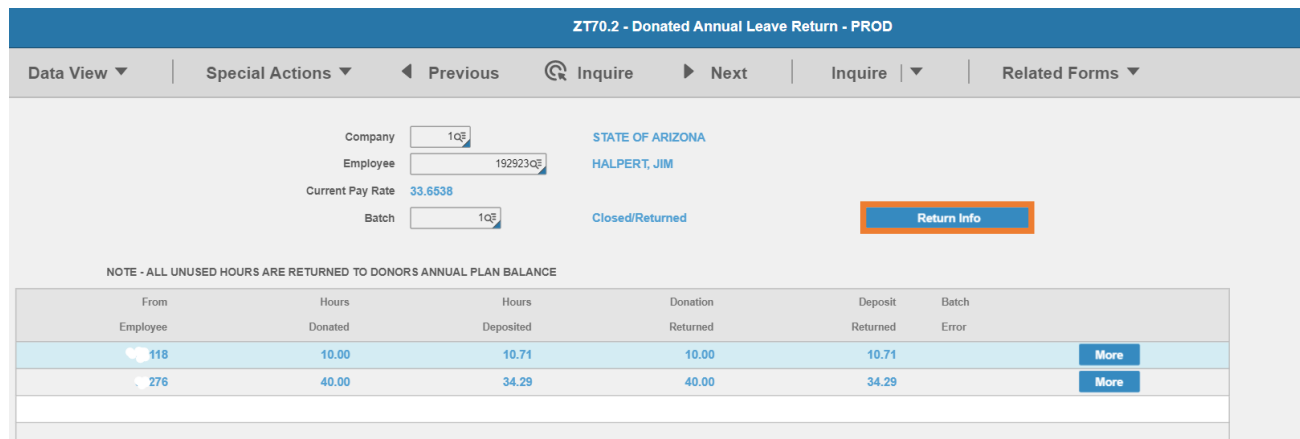
Original Donating Pay Rate **19.8312**

Original Receiving Pay Rate **21.5838**

* **Field is required**

14. This error will appear when there are zero hours to return. There is no additional processing except to clear the error
15. Click **Special Actions**
16. Click **Clear Error**. Status bar displays message **Error cleared**

Review how the return percentage is calculated



ZT70.2 - Donated Annual Leave Return - PROD

Data View ▾ **Special Actions** ▾ ◀ Previous 🔍 Inquire ▶ Next Inquire ▾ Related Forms ▾

Company **STATE OF ARIZONA**

Employee **HALPERT, JIM**

Current Pay Rate **33.6538**

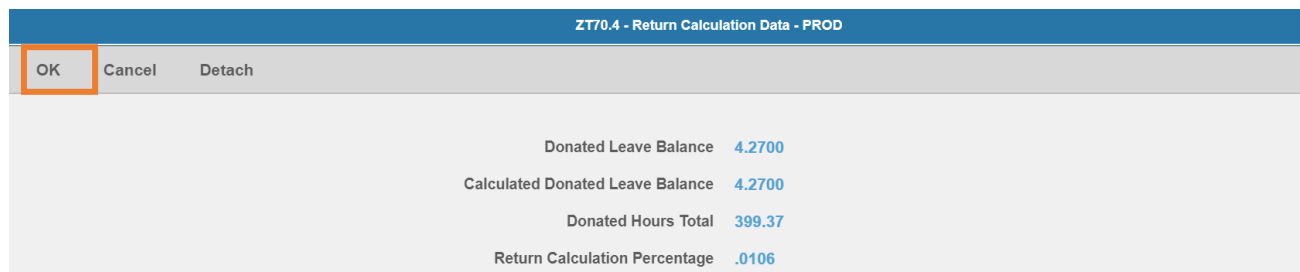
Batch **Closed/Returned**

Return Info

NOTE - ALL UNUSED HOURS ARE RETURNED TO DONORS ANNUAL PLAN BALANCE

From Employee	Hours Donated	Hours Deposited	Donation Returned	Deposit Returned	Batch Error
118	10.00	10.71	10.00	10.71	More
276	40.00	34.29	40.00	34.29	More

1. Click **Return Info** to view the sub-form **ZT70.4 Return Calculation Data**



ZT70.4 - Return Calculation Data - PROD

OK Cancel Detach

Donated Leave Balance **4.2700**

Calculated Donated Leave Balance **4.2700**

Donated Hours Total **399.37**

Return Calculation Percentage **.0106**

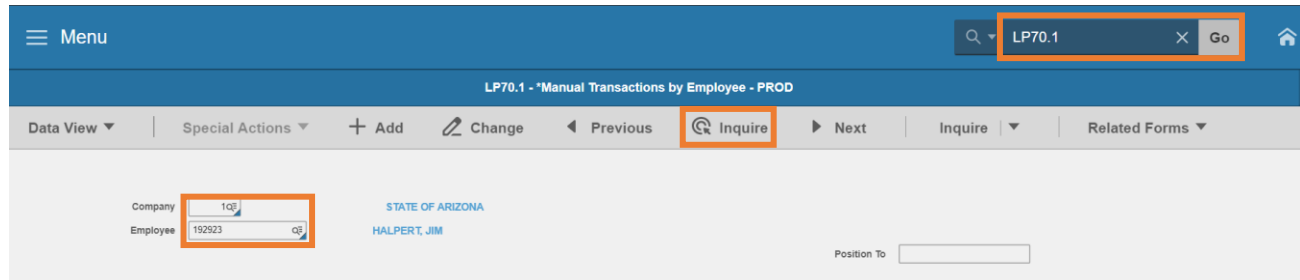
2. Click **OK** to return to ZT70.2

Manual Transactions by Employee (LP70.1)

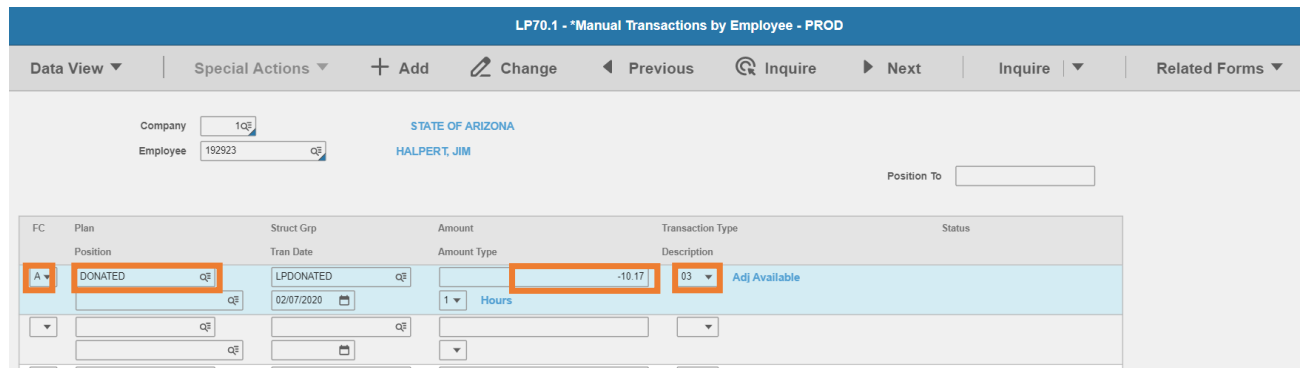
Manual Returns due to Batch Return errors

Open LP70.1 and create/add a transaction.

- **Donor** refers to the employee **giving** Annual Leave hours
- **Recipient** refers to the employee **receiving** Donations (Donated Leave)





1. Type **LP70.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number (EIN)** of the **Donor** or **Recipient**
4. Click **Inquire**




FC	Plan	Struct Grp	Amount	Transaction Type	Status
A	DONATED	LPDONATED	-10.17	03	Adj Available

5. **FC:** Type or select **A Add**
6. **Plan:** Select the **Absence Plan**
 - Select **Annual** for Donor
 - Select **Donated** for Recipient
7. **Structure Group:** Auto-populates after the Absence Plan is selected
8. **Amount:** Type the number of **hours** to adjust
 - Donor - Type **positive hours** to Annual Plan to increase the Annual balance
 - Recipient – Type **negative hours** to Donated Plan. Type the dash symbol '-' after the number
9. **Transaction Type:** Select the Transaction Type of **03** ADJ Available

Data View ▾ | Special Actions ▾ | **+ Add**  **Change** | ◀ Previous  Inquire ▶ Next | Inquire ▾ | Related Forms ▾

Position To

FC	Plan	Struct Grp	Amount	Transaction Type	Status
Position	Tran Date	Amount Type	Description		
A ▾	DONATED <input type="text"/>	LPDONATED <input type="text"/>	-10.17	03 ▾ Adj Available	
	<input type="text"/>	02/07/2020 	1 ▾ Hours		
▾	<input type="text"/>	<input type="text"/>	<input type="text"/>		
▾	<input type="text"/>	<input type="text"/>	<input type="text"/>		
▾	<input type="text"/>	<input type="text"/>	<input type="text"/>		
▾	<input type="text"/>	<input type="text"/>	<input type="text"/>		

More

Description	Transaction Code
<input type="text" value="ERROR ON RETURN"/>	<input type="text" value=""/>

10. **Trans Date:** Type today’s date
11. **Amount Type:** Select **Hours**
12. **Description:** Type the description of the adjustment
 - Donor’s description: Type **Returned from EIN (of recipient)**
 - Recipient’s description: Type **Error on Return**
13. Click **Add** or **Change**
 - If existing LP70 records exist, click **Change** instead of Add
 - Status bar displays message **Add Complete – Continue**
 - Status changes to **Unprocessed**
14. Click **Inquire** to verify the transactions added as expected and did not duplicate

The Donation Return Process is now complete

When the nightly HRIS process has run, the hours return to the original Donors.

Interagency Donations

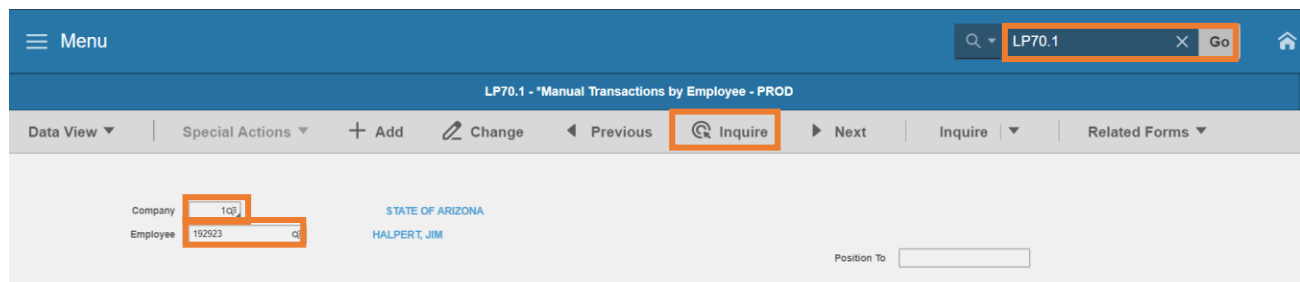
An employee may donate Annual Leave to a family member employed with another agency (See Personnel Rules as applicable). Both the donor’s agency and the recipient’s agency enter transactions in HRIS.

Interagency Donation Process Overview

	DONOR AGENCY	RECIPIENT AGENCY
DONATION	Obtain GAO209 & Verify Eligibility	Receive GAO-209 form
	Use LP70 to reduce contributor's annual leave balance LP70 will use the current date as “Tran Date” and the description “Donated to EIN XXXX”	Create Donated Leave batch ZT70.5
	Complete Contributor section of GAO-209 & send to recipient agency. Include Donor’s EIN on the form	Convert the dollar value to hours. Use LP70 to add converted hours to the recipient employee's donated leave balance. Use a description “Received from EIN XXXXX” Complete the Recipient's section on GAO-209
RETURN	Receive GAO-209 form with Restoration value from recipient agency	Use LP70 to remove unused hours from the recipient’s donated plan. Figure the percentages due back to each donor. Convert returned hours to a dollar value.
	Convert the dollar value to hours. Use LP70 to add converted hours to the donor’s annual leave balance. Use a description “Returned from EIN XXXX”	Close Donated Leave batch ZT70.5
	If Donor is separated, you must contact your HR to update the employee to an R3 pay status. Pay out the annual leave balance on next compute	Complete Restoration section of GAO-209.

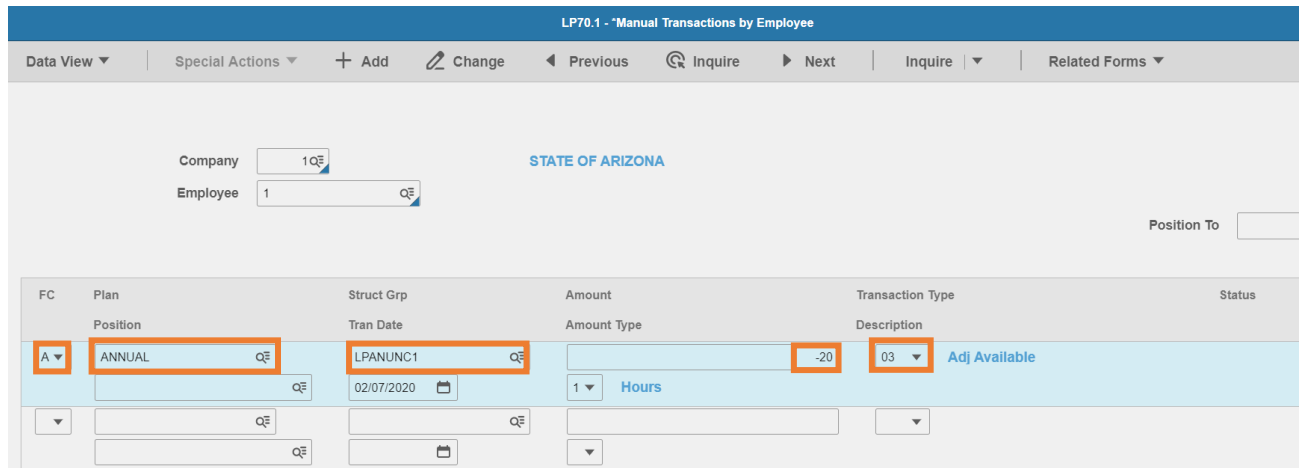
Donor Agency Procedures

Upon receipt of the **Employee Interagency Annual Leave Donation and Restoration (GAO209)** form, the donor’s agency will enter transactions on the LP70.1 related to the donating employee’s annual leave balance. The LP70.1 is used twice, once to initiate the donation and again to return any hours not used by the recipient.



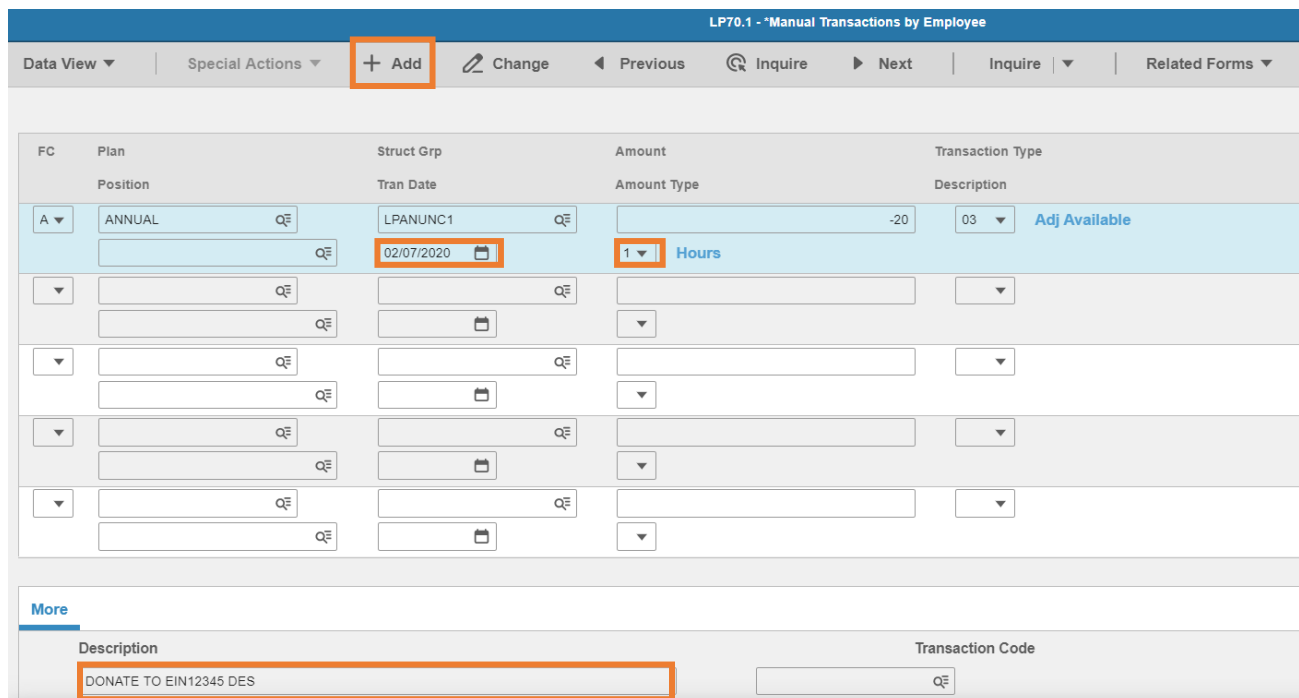
1. Type **LP70.1** in search field, click **Go**
2. **Company:** Type or select **1**

3. **Employee:** Type or select the **Employee Identification Number (EIN)** of the **Donor**
4. Click **Inquire**



FC	Plan	Struct Grp	Amount	Transaction Type	Status
Position	Tran Date	Amount Type	Description		
A	ANNUAL	LPANUNC1	-20	03	Adj Available
			1 Hours		

5. **FC:** Type or select **A Add**
6. **Plan:** Select the **ANNUAL Absence Plan**
7. **Structure Group:** Auto-populates after the Absence Plan is selected
8. **Amount:** Type the number of **hours** the employee is donating or receiving back
 - **Donation of Hours** – Type **negative hours** to reduce the Annual balance. Type the dash symbol " - " after the number
 - **Return of Hours** - Type **positive hours** to increase the Annual balance
9. **Transaction Type:** Select the Transaction Type of **03 ADJ Available**



FC	Plan	Struct Grp	Amount	Transaction Type	Status
Position	Tran Date	Amount Type	Description		
A	ANNUAL	LPANUNC1	-20	03	Adj Available
			1 Hours		
	02/07/2020				

More

Description	Transaction Code
DONATE TO EIN12345 DES	

10. **Trans Date:** Type today's date

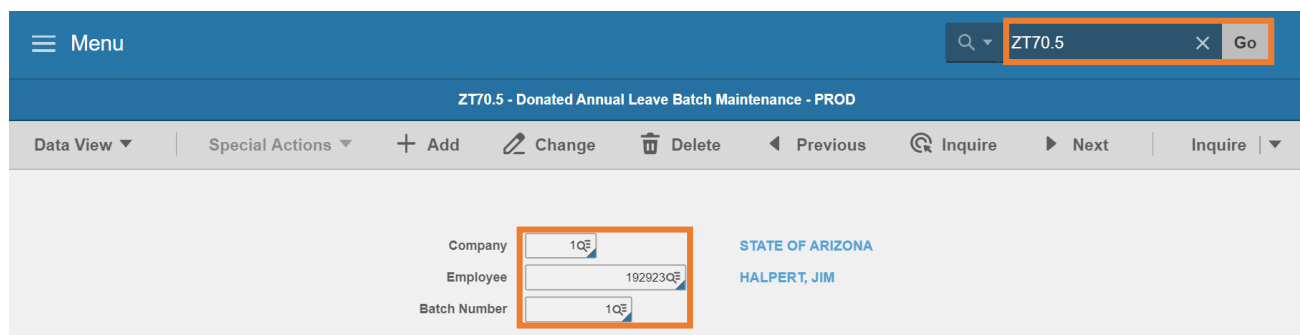
11. **Amount Type:** Select **Hours**
12. **Description:** Type the description of the adjustment
 - **Donation of Hours:** Type **Donated to EIN AGY**
 - a) EIN=Recipient’s EIN
 - b) AGY=Recipient’s Agency
 - **Return of Hours:** Type **Returned from EIN AGY**
13. Click **Add** or **Change**
 - If existing LP70 records exist, click **Change** instead of Add
 - Status bar displays message **Add Complete – Continue**
 - Status changes to **Unprocessed**
14. Click **Inquire** to verify the transactions added as expected and did not duplicate

Recipient Agency Procedures

Upon receipt of the **Employee Interagency Annual Leave Donation and Restoration (GAO209)** form, the recipient’s agency will create a Donated Leave batch on ZT70.5 and enter transactions on the LP70.1 related to the recipient employee’s donated leave balance. The LP70.1 is used twice, once to initiate the donation and again to return any hours not used by the recipient.

Create a Batch ZT70.5

Use **Donated Annual Leave Batch Maintenance (ZT70.5)** to create a new batch number for employee donated leave donations and establish the date that donations start. This form will also display return information for the batch upon the return of donated leave hours.



1. Type **ZT70.5** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number** of the person who will be receiving the Donated Annual Leave
4. **Batch Number:** Type a unique **Batch Number**
 - Drill Around to view existing batch numbers

5. **Donation Begin Date:** Select the first **date** the employee is eligible to receive donations.
 - This date is only for reference
 - It will not affect time records or available balances
6. **Donation End Date: DO NOT** input a value in this field
 - The End Date will be populated by HRIS when the Donation Return is processed
7. Click **Add** to save
 - Status bar displays message **Add Complete-Continue**
 - The **Batch Status** will show **Created**

Use the Manual Transactions by Employee (LP70.1) to add the interagency donation

1. Type **LP70.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number (EIN)** of the **Recipient**
4. Click **Inquire**

5. **FC:** Type or select **A Add**
6. **Plan:** Select the **DONATED** Absence Plan
7. **Structure Group:** Auto-populates after the Absence Plan is selected
8. **Amount:** Type the number of **hours** the employee is receiving or giving back
 - **Donation of Hours** – Type **positive hours** to increase the Donated Leave balance.
 - **Return of Hours** - Type **negative hours** to decrease the Donated Leave balance. Type the dash symbol " - " after the number
9. **Transaction Type:** Select the Transaction Type of **03 ADJ Available**

10. **Trans Date:** Type **today's date**
11. **Amount Type:** Select **1 Hours**
12. **Description:** Type the description of the adjustment
 - **Donation of Hours:** Type **Donated From EIN AGY**
 - EIN=Donor's EIN
 - AGY=Donor's Agency
 - **Return of Hours:** Type **Returned to EIN AGY**

13. Click **Add** or **Change**

- If existing LP70 records exist, click **Change** instead of Add
- Status bar displays message **Add Complete – Continue**
- Status changes to **Unprocessed**

14. Click **Inquire** to verify the transactions added as expected and did not duplicate

Process Return of Unused Hours (Recipient Agency)

Once the employee is no longer in need of the donated leave, process the **ZT70.2 Donated Leave Return**. This is an important part of the process in order to close the batch and populate the End Date on the ZT70.5 Donated Annual Leave Batch Maintenance.

When interagency donations are included in a batch, the return of hours to the interagency donor must be processed first on LP70.1 before the ZT70.2 can be processed.

1. Use the **Donated Leave calculator** on the ADOA-General Accounting Office website to calculate the pro-ration of hours to return to the donor
2. Use the **LP70.1** to remove the inter-agency pro-rated hours from the recipient's Donated Leave plan.
 - LP70.1 adjustment will process overnight
3. The **next morning**, Use the **ZT70.2** to process the Return and close the batch