

HOW-TO GUIDE



Voluntary Leave Transfer Program

Donating Voluntary Leave in PeopleSoft

STEP 1

Sign-in to ess.dc.gov. Click on the **NavBar** icon in the upper right.



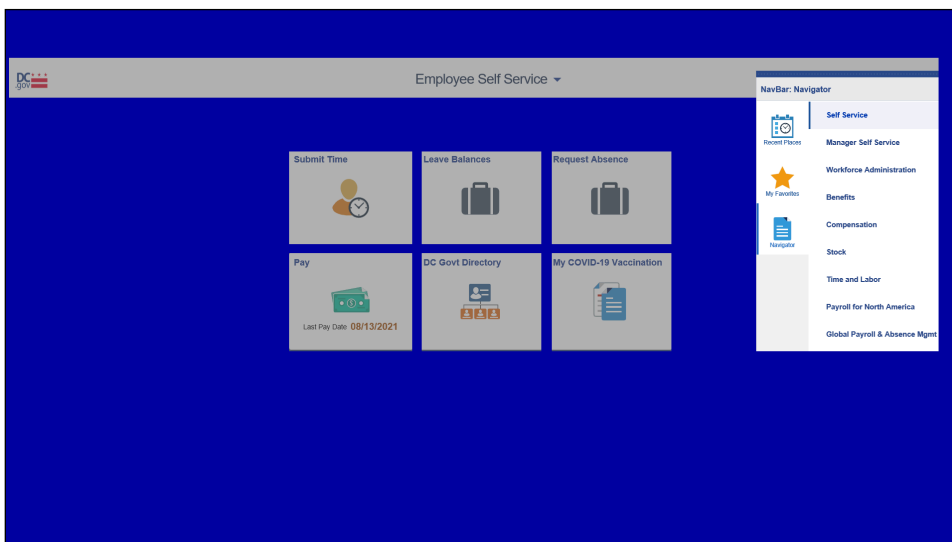
STEP 2

Select **Navigator** from the menu.



STEP 3

Select **Self Service** from the menu.



STEP 4

Select **Leave Transfer Requests > Donate Leave Request**.

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STEP 5

Select the **Program Name** dropdown and select **Voluntary Leave from Annual**.

Request to Donate Leave

Person.employee1

Information Technology Spec.
District government employees may use this form to donate annual leave time to an eligible co-worker within their agency. Leave that you donate may be used by your co-worker if they suffer a prolonged absence due to their own serious health condition, or need to care for an immediate relative.

Donation Program

*Program Name: **Voluntary Leave from Annual** (highlighted with a red box)
Category: Individual
Contribution Type: One-Time
Unit Type: Hours
Type: Voluntary

Leave Contribution

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Select Entitlement	Balance		Other Employee		Details	Delete

Add Contribution

STEP 6

Click the **Select Entitlement** dropdown and select **Voluntary Donate from Annual**.

Request to Donate Leave

Person.employee1

Information Technology Spec.
District government employees may use this form to donate annual leave time to an eligible co-worker within their agency. Leave that you donate may be used by your co-worker if they suffer a prolonged absence due to their own serious health condition, or need to care for an immediate relative.

Donation Program

*Program Name: Voluntary Leave from Annual
Category: Individual
Contribution Type: One-Time
Unit Type: Hours
Type: Voluntary

Leave Contribution

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Select Entitlement (highlighted with a red box)	Balance		Other Employee		Details	Delete

Add Contribution

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STEP 8

The **Balance** column indicates the amount of leave in available in your account.

The screenshot shows the 'Leave Contribution' form with a table. The 'Balance' column contains the value '270.00', which is highlighted with a red box. The 'From Entitlement' dropdown is set to 'Voluntary Donate from Annual'. The 'Hours to Donate' field is empty. The 'Recipient Type' is 'Other Employee'. The 'Name' field has a search icon. The 'Details' and 'Delete' buttons are visible.

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Voluntary Donate from Annual	270.00		Other Employee		Details	Delete

STEP 9

Enter the number of hours you wish to donate in the **Hours to Donate** box.

The screenshot shows the 'Leave Contribution' form with the 'Hours to Donate' field highlighted with a red box. The 'Balance' column now shows '270.00'. The 'From Entitlement' dropdown is 'Voluntary Donate from Annual'. The 'Recipient Type' is 'Other Employee'. The 'Name' field has a search icon. The 'Details' and 'Delete' buttons are visible.

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Voluntary Donate from Annual	270.00		Other Employee		Details	Delete

STEP 10

Select **Name** from the lookup window. This is the individual you wish to donate to. **Enter the individual's last name.**

The screenshot shows the 'Leave Contribution' form with the 'Name' field highlighted with a red box. The 'Balance' column shows '270.00'. The 'From Entitlement' dropdown is 'Voluntary Donate from Annual'. The 'Hours to Donate' field is empty. The 'Recipient Type' is 'Other Employee'. The 'Name' field has a search icon. The 'Details' and 'Delete' buttons are visible.

From Entitlement	Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Voluntary Donate from Annual	270.00		Other Employee		Details	Delete

STEP 10

Search by the **Last Name** of the person you wish to donate leave. **You can only donate voluntary leave to people in your agency.**

The screenshot shows the 'Look Up' window. The search criteria is 'Name (LN, FN) begins with' followed by an empty text box. The 'Search' button is highlighted with a red box. Below the search criteria, there are 'Cancel' and 'Advanced Lookup' buttons. The 'Search Results' section shows 'Only the first 300 results can be displayed.' and a pagination control for 'View 100' of '1-300 of 300' results. The table below has columns for 'Name (LN, FN)' and 'Empl ID'.

Look Up

Search by: Name (LN, FN) begins with

Search Cancel Advanced Lookup

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300

Name (LN, FN)	Empl ID
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STEP 11

Click on the name of the employee you wish to donate leave to in the **Search Results** box.

Search Results

Only the first 300 results can be displayed.

View 100 | 1-300 of 300

Name (LN, FN)	Empl ID
Person.employee2	00000001
Person.employee3	00000002

STEP 12

In **Requestor Comments** enter the reason why the person you are donating to needs leave.

Comments

Requester Comments

STEP 13

Read the **Agreement and Compliance** section, and then click **Submit**.

Agreement and Compliance

- I have read the Leave Donation Policy.
- I acknowledge that if I am donating hours/days to this program or to another employee, I authorize the donation of hours/days and understand that the donation is irrevocable.
- I certify that I have not provided or been given notice of termination.
- I certify that I am currently not on a written warning of any kind.