

GUIDE TO REPORTING DONATED SICK LEAVE

1. LEAVE IS CREDITED: Once eligibility is determined, the leave administrator will instruct payroll to credit the donated sick leave hours to the recipient employees timesheet. The donated leave will appear in the top portion of the timesheet as: *ZSLD – Payroll: Earn to Donated Sick*. The number of hours donated will appear in the quantity box directly beside the TRC reporting code.

Comments	Day	Date	Status	Approval Monitor	Exception	IN	Meal Out	In	OUT	Punch Total Time Reporting Code	Quantity	Date
	Sun	1/1	Approved	Approval Monitor						ZSLD - Payroll: Earn to D	66.00	1/1
	Mon	1/2	New	Approval Monitor								1/2

2. DONATED LEAVE BALANCE: The donated leave balance will also appear in the box entitled *Leave and Compensatory Time Balances*.

Leave and Compensatory Time Balances				
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Comp Time	PREMIUM	7.50	0	
Comp Time	DONATEDSCK	26.00	0	

3. REPORTING TIME: When using donated sick leave, employees will enter their absence event via the TRC drop down box located in the top portion of their online Galxy timesheet. The TRC codes available include:

- SDF: Sick Leave Donation Taken – FMLA
- SDR: Sick Leave Donation Taken – REG (not FMLA)

The screenshot shows the UTD Timesheet application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' buttons. Below this is the 'Manager Self Service' navigation menu, including 'Time Management' and 'Report Time'.

The main content area displays a timesheet table with columns for 'Comments', 'Day', 'Date', 'Status', 'Approval Monitor', 'Exception', 'IN', 'Meal Out', 'In', 'OUT', 'Punch Total Time Reporting Code', and 'Quantity'. A dropdown menu is open, showing a list of TRC codes such as 'AES - Admin Leave Exemplary Service', 'BRV - Bereavement Leave', 'SDF - Sick Leave Donation Taken - FMLA', and 'ZSLD - Payroll: Earn to Donated Sick'. A blue arrow points to the 'ZSLD - Payroll: Earn to Donated Sick' option.

Below the timesheet table is the 'Leave and Compensatory Time Balances' table, which is identical to the one shown in the previous image. A blue arrow points to the 'DONATEDSCK' row, highlighting the recorded balance of 26.00 hours.

At the bottom of the screen, there is an 'Absence Events' section with an 'Absence Take' button and a table for recording absence events. Below that is an 'Absence Entitlement Balances' section.

4. READY FOR APPROVAL: Once reported, the leave taken should correspond with the correct TRC code and the amount of hours used should be displayed in the quantity column.

Thu	1/12	Approved	Approval Monitor						SDR - Sick Lve Donation ▼	8.00	1/12	+	-
Fri	1/13	Approved	Approval Monitor						SDR - Sick Lve Donation ▼	8.00	1/13	+	-



As a reminder, donations may not be awarded until the employee’s personal sick leave is exhausted and it has been determined the employee does not qualify for a sick leave pool award or has exhausted the sick leave pool maximum award. Once a sick leave donation is made, the employee must use the donated leave before using their own sick leave accruals.

If you have further questions on how to report donated sick leave, please contact Celeste Burnett at #2131.