Self Service
Leave Donations

Contents

Introduction

You can enter a leave donation to another state employee using Self Service. This data is secured by your user ID and password. After signing in as you do to view your paystub, you can add or cancel leave donations on the Leave Donations page. Information you enter on this page is used to process a leave donation on your next paycheck.

You are not required to enter leave donations on the Leave Donations page. You may continue to submit forms to the Human Resources or Payroll office in your agency.

If you are a MnSCU faculty member or an Excluded Administrator, or a Legislative Coordinating Commission employee or any other employee whose leave is not stored on the SEMA4 system, you must continue to submit leave donation forms to your payroll office for entry in the payroll system.

The Leave Donations page displays all donations entered by you or by payroll staff.

Types of Leave Donations

Eligible state employees can donate vacation or personal leave to three types of leave donation programs:

- You can donate leave hours to a recipient’s donation bank. This is an hours donation.
- You can donate leave hours to a recipient’s unreimbursed medical costs. This is a value donation.
- If you are a member of the law enforcement union, you can donate leave hours to a law enforcement union representatives’ reserve bank. This is an hours donation.

Donation Dates and Timing

Each leave donation is assigned a donation date when it is saved. The date assigned is the date of entry. If a donation should be effective on a future date, enter it on that date. The lower portion of the Leave Donations page displays historical transactions and can be used to cancel transactions not yet processed. (When the Cancel Donation? check box is no longer available, the record has been processed.) The history displays transactions entered by you or by payroll or HR staff in your agency.

Leave donations must be entered by Tuesday, the pay period end date, to be processed on the next paycheck, issued 10 days later.

Access Leave Donation Information

To access **Leave Donations**, take the following steps.

ACTION	RESULT
1. Access the Self Service Web site https://mn.gov/selfservice.	**Self Service Portal** sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	**Self Service Portal Homepage** displays.
3. On the Self Service Homepage, select the Self Service tile.	**Self Service Landing page** displays.
4. Select the Benefits tile.	**Benefits Page** displays.
5. Select the My Leave tile.	**My Leave Page** displays.
6. Select Leave Donation in the navigation.	**Leave Donation** options display.
7. Select Input Your Leave Donations.	The **Leave Donations** page displays if you have one active job. If you have more than one active job the **Select Employment Record Number** page displays.

ACTION	RESULT
8. If you have more than one active job, a list displays. Select the **[GO TO]** button next to the appropriate job. Why indicate a job? For most donations, pay rate is used to calculate the donation. If you donate 5 hours at a pay rate of $20/hour, the donation is worth $100. A recipient paid $10 per hour would receive 10 hours of leave from your donation. Donations to law enforcement reserve bank are received as hours, so pay rate does not apply. If unsure of your pay rates, contact your HR office.	The **Leave Donations** page displays. Select the Select Employment Record Number link at the bottom of the page if you want to return to the list.

> Do *not* use the back and forward buttons on your browser; this could result in losing data you entered. Navigate using the Menu.

Add a Leave Donation

To add a leave donation, access the **Leave Donations** page and follow the directions below. Notice that the **New Donation** box is a blank form that you fill out to add a new donation. Any other donations display in the **Employee Donations** box below. If you have more than four transactions, select the **[VIEW ALL]** link on the header bar of the Employee Donations box to see all transactions.

ACTION	RESULT
1. In the **New Donation** box, in the **Donation Type** field, accept the **[HOURS]** radio button (already selected) or select the **[VALUE]** radio button.	The field under **Donation Type** changes based on type selected. • If you select **[HOURS],** the field is **Reserve Bank**. • If you select **[VALUE],** the field is **Account**.
2. To the right of the **Reserve Bank** or **Account** field, select the **[LOOK UP]** button to display valid recipients. Select the one you want. **NOTE:** Only employees who are in the law enforcement union can select a law enforcement reserve bank. Anyone else selecting this type of recipient will get an error message.	The recipient's name displays in the **Reserve Bank** or **Account** field.
3. Review the fields on the right-hand side of the **New Donation** box: • **Fiscal Year:** The current fiscal year. • **Bal. Year Limit:** The maximum number of hours you may donate this fiscal year. • **Donated Hours:** The hours you donated so far this fiscal year. • **Remaining Hours:** The number of hours you may still donate this fiscal year.	
4. In the **Donated Hours** field, type the number of hours you are donating to the recipient. The minimum is one hour and maximum is 40 for Hours and 12 hours for Value. You may donate fractions of hours, such as 1.25 hours.	

<table>
<tr><th>ACTION</th><th>RESULT</th></tr>
<tr><td>5. Select the [SAVE] button.
While saving, the system checks your leave balance to ensure there are sufficient hours to cover the donation. It also ensures you don’t exceed the maximum number of hours allowable per donation type per fiscal year. An error message displays if problems are found.</td><td>When complete, the word Saved displays briefly in the upper-right corner of the page. Fields in the New Donation box are blank. Your donation moves to the Employee Donations box.</td></tr>
<tr><td>6. Since the fields in New Donation are blank, you may add another donation to a different recipient. Repeat steps 1 – 5.</td><td></td></tr>
<tr><td>7. Notice these fields in the Employee Donations box:
Process Date: The pay period end date during which the leave donation was processed. This will be blank until SEMA4 processes the row.
Reversal?: This box is checked if the paycheck including the donation was reversed. If this happens, the donation must be entered again.
Reversal Date: The reversal was processed on this date.
Cancel Donation?: You check this box to cancel a donation that has not been processed.
Cancel Date: The date the donation is canceled fills in when the Cancel Donation? box is checked.</td><td></td></tr>
</table>

To Exit

<table>
<tr><th>ACTION</th><th>RESULT</th></tr>
<tr><td>When you are finished with Leave Donations, choose one of the following:
To return to Self Service Landing page:
Select the [HOME] button in the upper-right corner of the page.
- AND -
On the menu, select the Self Service tile.
To exit Self Service, select the [SIGN OUT] link in the upper-right corner of the page.</td><td>Self Service Homepage displays.

Self Service Landing page displays.

Self Service Portal sign in page displays.</td></tr>
</table>

Cancel a Leave Donation

Once a leave donation is saved, it cannot be modified. If it is incorrect, you can cancel it and enter a new donation with the correct information. The following rules apply to canceling a transaction:

- A donation can be canceled on the same day it has been entered.
- A donation can be canceled if it has not been processed. (When the Cancel Donation? check box is no longer available, the record has been processed.)
- If you enter a donation and then cancel it - and later decide to add a donation for the same recipient, you must enter it at least one day after the date you entered the original donation.

To cancel a leave donation, access the **Leave Donations** page and follow the directions below.

ACTION	**RESULT**
1. Find the donation you want to cancel.	
2. Look at the **[CANCEL DONATION?]** check box for the donation. If it is available, you can cancel the donation.	
3. Select the **[CANCEL DONATION?]** check box.	A checkmark displays in the check box. Today's date displays in the **Cancel Date** field.
4. Select the **[SAVE]** button.	When complete, the word *Saved* displays briefly in the upper-right corner of the page.
5. If you want to add a correct donation, see the instructions to add a donation on page 4.	

To Exit

ACTION	RESULT

When you are finished with Leave Donations, choose one of the following:
• To return to **Self Service Landing page**:
  ○ Select the **[HOME]** button in the upper-right corner of the page.
  ○ - AND -
  ○ On the menu, select the Self Service tile.
• To exit Self Service, select the **[SIGN OUT]** link in the upper-left corner of the page.
	Self Service Homepage displays.
	
	Self Service Landing page displays.
	
	Self Service Portal sign in page displays.

Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency HR/Payroll office.

PROBLEM	SOLUTION
I don't know which type of leave donation I should use.	Review the Types of Leave Donations section on page 1. If you need more explanation, ask your HR or payroll staff.
How many hours can I donate?	You can donate 52 hours per fiscal year (40 hours to an hours donation and 12 hours to a value donation).
The **Leave Donations** page does not display the name of the recipient to whom I want to donate hours.	The recipient you want may not have been added yet or may have been inactivated as a recipient. Check with your HR or Payroll office for the status on the recipient.
A message displays: *The employee is not eligible for this benefit on the selected date.*	Check your bargaining agreement or compensation plan. If questions remain, contact your HR office to confirm your eligibility.
A message displays: *You are not eligible for this benefit on the selected date.*	Employees whose leave balance is not carried in SEMA4 may not donate through Self Service but may submit a paper form. Check with your HR/Payroll office. HR/Payroll staff can confirm your eligibility.

PROBLEM	SOLUTION
What is a fiscal year?	The State fiscal year is a 12-month period that begins July 1 and ends June 30. Fiscal years are numbered by the year they end, e.g. fiscal year 2008 begins 7/1/07 and ends 6/30/08.
Can I add two donations to the same recipient on the same day or in the same pay period?	No.
Can I add a donation to the same recipient in different pay periods?	Yes, as long as you do not exceed the maximum number of hours allowable for the fiscal year.
Can I cancel a donation and add a corrected donation to the same recipient on the same day?	It depends on timing. For example, if you add a donation on May 1, you can cancel it any time before it is processed, but you can’t add a corrected donation to the same recipient until at least May 2.
Leave Donation information that was entered has disappeared.	You may not have saved the record.