

CalTime: Catastrophic Leave Form Processing

This job aid is to assist with recording vacation leave for purposes of catastrophic leave donations.

Increase Recipients Vacation Balance

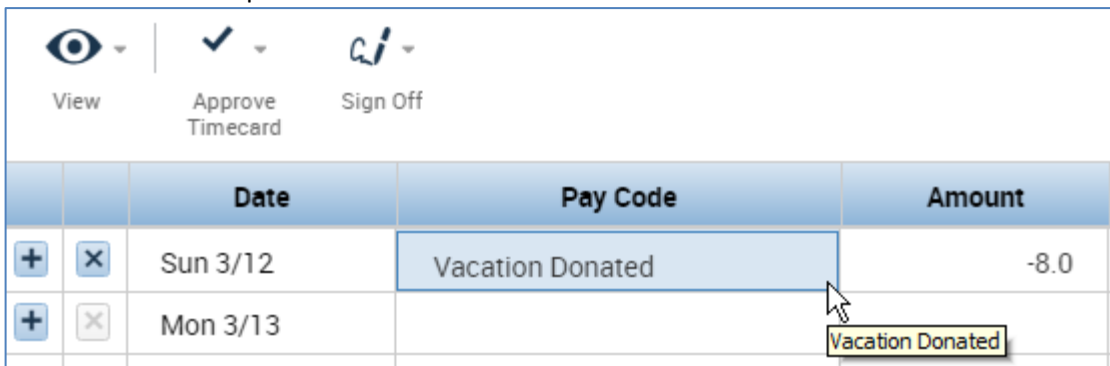
1. Access the current period timesheet for the donating employee.
2. Enter the donated time using the **Vacation Donation Accepted** Pay Code.
Save and close the donating employee's timescard.



| | | Date | Pay Code | Amount |
|---|---|----------|----------------------------|--------|
| + | × | Sun 3/12 | Vacation Donation Accepted | 8.0 |
| + | × | Mon 3/13 | | |
| + | × | Tue 3/14 | | |

Decrease Donors Vacation Balance

1. Access the current timesheet for the accepting employee.
2. Enter the donated time using the **Vacation Donated** Pay Code and a negative (-) number.
3. Save and close the accepting employee's timescard.
4. File the Catastrophic Leave form



| | | Date | Pay Code | Amount |
|---|---|----------|------------------|--------|
| + | × | Sun 3/12 | Vacation Donated | -8.0 |
| + | × | Mon 3/13 | Vacation Donated | |

Note: These adjustments are for tracking purposes only. A Catastrophic Leave form must be submitted to Central Payroll and Central Payroll will processing the Leave balances manually in the PPS system.