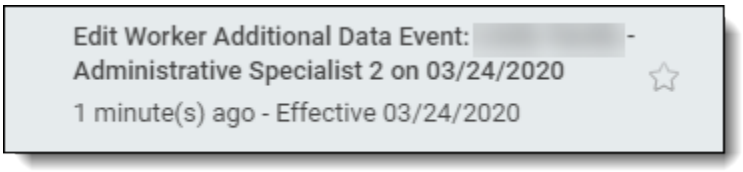
Hardship (donated) leave, approve and request on behalf of

This job aid provides step by step instructions for approving and requesting donated leave on behalf of an employee. An HR Partner and Absence Partner can complete these tasks.

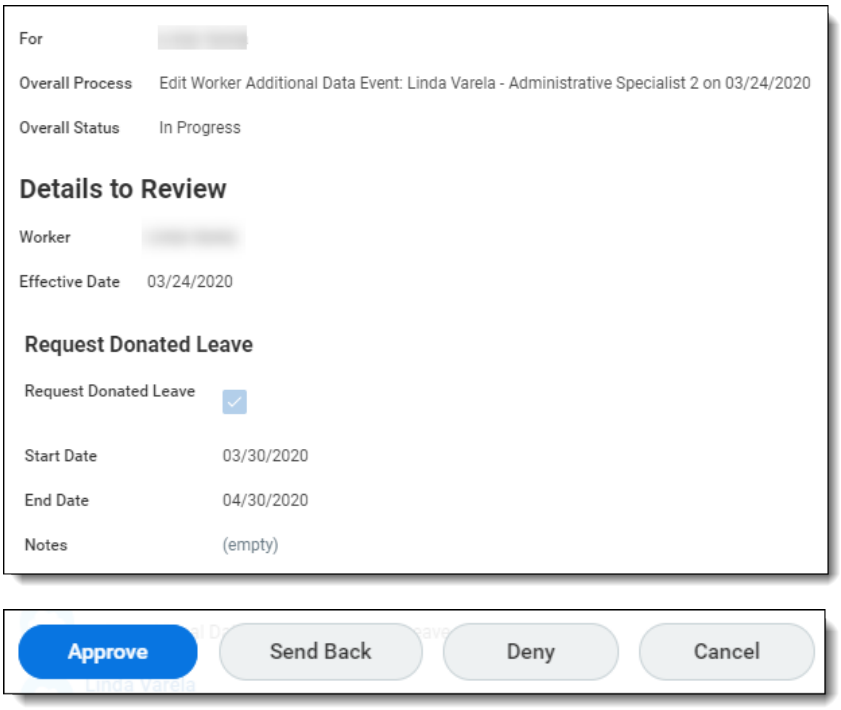
	Continue to follow existing practice for notifying your agency staff of employees eligible for donations.

Approve a Hardship Donation Request

Step 1: Click on the inbox task **Edit Worker Additional Data Event**.



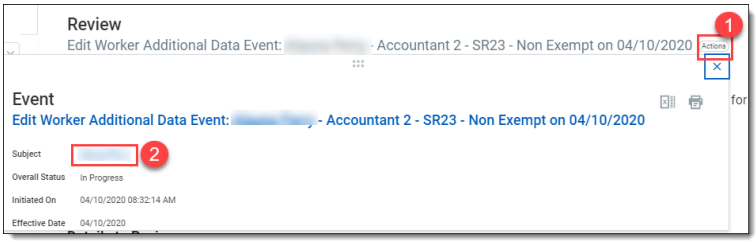
Step 2: Review the request. Once you have determined eligibility, click **Approve**, **Send Back** or **Deny**. *Cancel* will close the task and it will remain in your inbox.



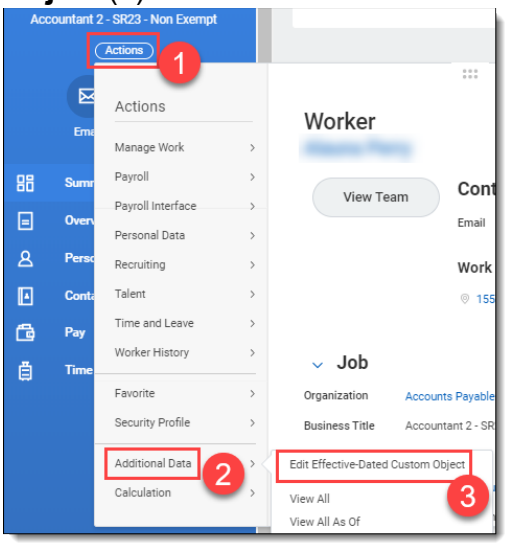
Edit a Hardship Donation Request

If you reviewed the request and determined edits need to be made, you can sent the task back to the employee with comments, or you can edit the request with updated information. The request will route back to you for approval. Notification of the update will not go to the employee.

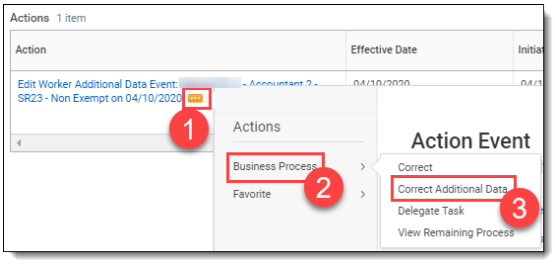
Step 1: Click on **Actions** in the task title and then click on the *Subject* (employee) name (2).

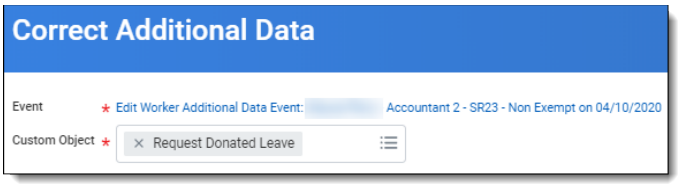


Step 2: Click on **Actions** (1), Hover over **Additional Data** (2), and select **Edit Effective-Dated Custom Object** (3).

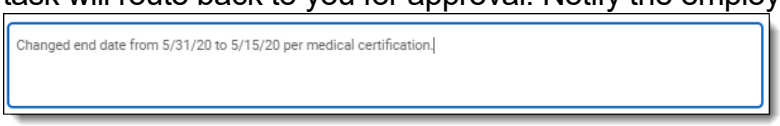


Step 3: Hover at the end of the task link until the related actions icon appears and then click on it (1). Hover over **Business Process** (2) and select **Correct Additional Data** (3). Click **OK**.



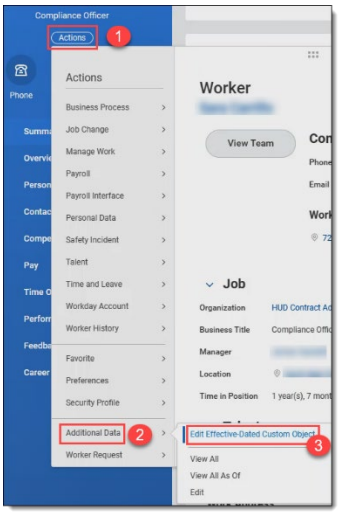


Step 4: Make edits as needed. Enter a comment regarding the change and click **Submit**. The updated task will route back to you for approval. Notify the employee of the change.



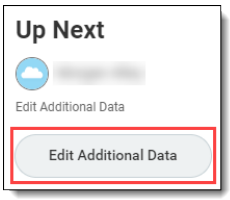
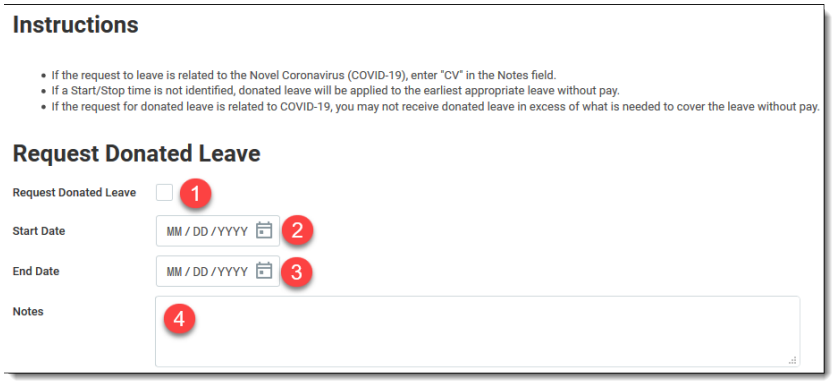
Request Hardship Donations on Behalf of a Worker

Step 1: Navigate to the employee's *Profile* page. Click on **Actions** (1), scroll down to hover over **Additional Data** (2), and select **Edit Effective Dated Custom Object** (3).



Step 2: Enter today's date for the **Effective Date** and click **OK**.

Step 3: *Up Next* displays you have another task. Click **Edit Additional Data**. Read the *Instructions* and check the **Request Donated Leave** check box (1).



Step 4: Read the *Instructions* and check the **Request Donated Leave** check box (1). Enter a **Start Date** (2) and an **End Date** (3) for the dates donations are being requested. Note: An *End Date* is not required. Enter *CV* in **Notes** if the donated leave request is related to the novel coronavirus or leave blank for other donated leave requests (4). Click **Submit** and **Done**.