



## COMPASSIONATE LEAVE ONLINE DONATION

Compassionate leave provides for the voluntary and confidential transfer of vacation and sick hours from one employee to a fund where another employee may use those hours to supplement lost wages during the first 90 days of disability. All information relating to the donation of hours and request of a compassionate leave is confidential. During open enrollment any employee that wishes to make a donation to the Compassionate Leave Fund can do so on-line through PeopleSoft's self service from April 1, 2009 to April 30, 2009.

After you enter your request and it is approved, you will be sent an email confirming the approval of your request. *Please submit your request only once.* All approved Open Enrollment elections are effective July 1<sup>st</sup>. Below is a screen print of what you will see when using the online service.

### Navigation:

Self Service--Benefits--Life Events--Compassionate Leave Donation

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**Compassionate Leave Donation**

EmpID 1001999  
Name Smith, Joe

Compassionate Leave is the voluntary transfer of sick or vacation hours from one employee to another to supplement lost wages during the first 90 days of disability.

An employee wishing to donate sick or vacation hours must:

- 1) Be covered by a policy manual and be Governing Board approved.
- 2) Retain a minimum of 240 hours of sick leave after the donation. (No minimum balance is required for vacation hours)

The value of donated sick or vacation hours will be adjusted proportionately from the wages of the employee donating the hours to the wages of the employee receiving the donation.

The General Pool will be established and funded by donations of up to two hours of sick leave or vacation per employee per fiscal year. Employees may make donations during the District's annual Benefits Open Enrollment period. Donated hours will not be returned to the employee. All donor names and contributions will remain confidential.

Donations may be submitted during the Benefits Open Enrollment period only.

Location	District Support Services Cntr
Employee Classification	Reg MAT
Available Sick Leave Balance	27.440000
Available Vacation Leave Hours	234.769925

Please Choose the Type of Leave/Number of Hours to Donate

- 1 Hour Sick
- 2 Hours Sick
- 1 Hour Vacation
- 2 Hours Vacation
- 1 Hour Sick/1 Hour Vacation

By selecting the Submit Request button I fully understand that the sick or vacation hours I have volunteered to donate will not be returned to me under any circumstances.

Specific instructions on how to log into the Human Resource Management System (HRMS) Self Service are listed on the next page.

Please contact your College Help Desk if you have trouble accessing HRMS.

## ① You will need to know your Maricopa Employee ID (MEID) to log into HRMS/PeopleSoft.

### To Locate your MEID:

Type the following address into your Internet browser.

<http://www.dist.maricopa.edu/>

- Click on Human Resources/Jobs.
- From the lower left corner click on **HRMS Support**.
- Once on the HRMS Support page, click on '**How to Find Your Enterprise ID**' on the left side of your screen.

This document will provide you with step by step instructions on how to access the Directory PAT tool and locate your MEID. Make sure to print this document so you can easily follow the instructions. Once you find your MEID write it down for future reference. Be aware your MEID is case sensitive. Once you have your MEID you will not have to do this step again.

## ② Which Web Browser do I use?

1) It is recommended you use Internet Explorer (IE) to access PeopleSoft. If you use a different browser you may have technical difficulties.

2) **Clear Your Web Cache** – This will ensure you have the most recent updates to PeopleSoft when you log in. **In IE Go to:** Tools, Internet Options, General, Temporary Internet Files, Delete Files, check 'Delete All Off-line Content', Click OK, Click OK again. This may take a few moments to process.

## ③ How to Access PeopleSoft's Self Service:

You will need to Copy & Paste the HRMS web link into IE if it is not your default browser.

1) To find the HRMS web site go to:

- The Human Resources Web Page <http://www.dist.maricopa.edu/hrweb>, from the lower left corner click on **HRMS Access**.



Once there, add the HRMS web site to your Favorites for quick navigation in the future.

2) Once you have accessed the web site, if you see the "Certificate" pop-up, click OK.

3) Log into PeopleSoft using your **MEID** and your **email password**.

- Put your MEID where it prompts you for your **User ID**. *Your User ID should be in all caps.*
- Use your email password where it prompts you for your **password**. *Your Password is case sensitive.* If you have a District email account and a college email account you may need to try both passwords to log in.

4) To get to the Compassionate Leave Donation page follow this Navigation:

- **Self Service--Benefits--Life Events--Compassionate Leave Donation.**
- Please follow the directions on the page to submit your request.

### General Information:

For an Overview of and Access to the Human Resource Management System (HRMS) you can go to the Human Resources Web Site located on the District web at <http://www.dist.maricopa.edu/hrweb>.

In the lower left corner of the Human Resources Web page you will see 'Internal Use Only'. **HRMS Access** will take you to the HRMS web site. **HRMS Support** will take you to the HRMS Overview. Check it out!