**DONATE LEAVE – UPDATED INSTRUCTIONS 7/18/2023**

For the payroll period 6/25/2023 to 7/8/2023, an eligible employee who has requested and received donated leave (based on the service now ticket requests) will receive donated hours to replace ADT hours previously coded on their time sheet.

1. SCO has manually added the donated leave to each employee’s SIC leave balance which will reflect as SHD (receiving hours).
2. Agency payroll employees (employees and managers will not have access to edit the time sheet) need to review the employee’s weekly time sheet and manually replace the ADT hours with SIC hours.

Note: The employees who donated the hours do not need their leave balances manually adjusted, their balances will auto adjust.

For this payroll period 7/9/2023 to 7/22/2023, the donated leave balances should be reflected in the employee SIC leave balances no later than Friday July 21, 2023. Employees, Managers, Agency payroll may code the employee time sheets appropriately using the donated SIC leave, not **ADT**.

Donated leave for ongoing payroll periods will be managed as the current process dictates.