

## Adding your leave donations

To donate leave hours to a leave account, take these steps:

Step 1. Click **Leave Donations** from the Leave Transfer Program section on the Employee main menu.

The LTP Donations page opens.

Step 2. Click **Add Donation**.

The Add LTP Donation page opens.

Step 3. Click **Search** next to the LTP Account field.

The LTP Account Selection page opens.

Step 4. Click **Select** on the row that identifies the account to which you want to make a donation.

You return to the Add LTP Donation page and the LTP Account field is populated with the selection you made.

Step 5. Enter your **Position, Grade** and **Step**.

Step 6. Click **Search** next to the Leave Type field.

The Leave Balances page opens.

Step 7. Click the **leave type name link** that identifies the type of leave you want to donate.

You return to the Add LTP Donation page and the Leave Type field is populated with the selection you made.

Step 8. Enter the number of hours to donate in the **Amount** field.

Step 9. Select the pay period from the **Pay Period** drop-down menu. This identifies the pay period from which the leave hours will be deducted. The pay period may be a current or future pay period (previous pay periods are not available to select from the drop-down list.)

Step 10. Optionally, enter remarks.

Step 11. Click **Save** and then click **cancel** to go back to the previous page.