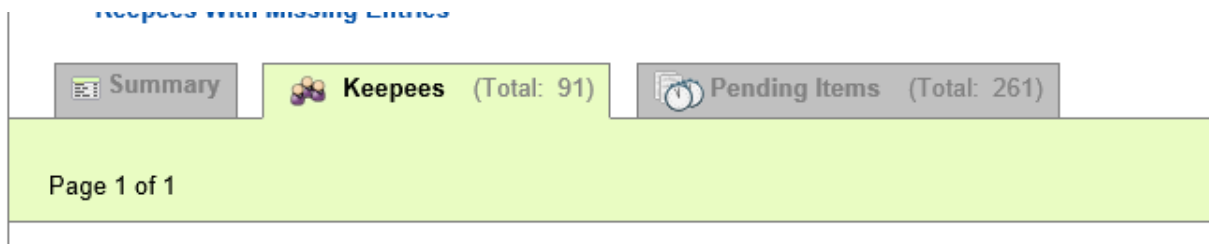# Foster Parent Shared Leave - Received

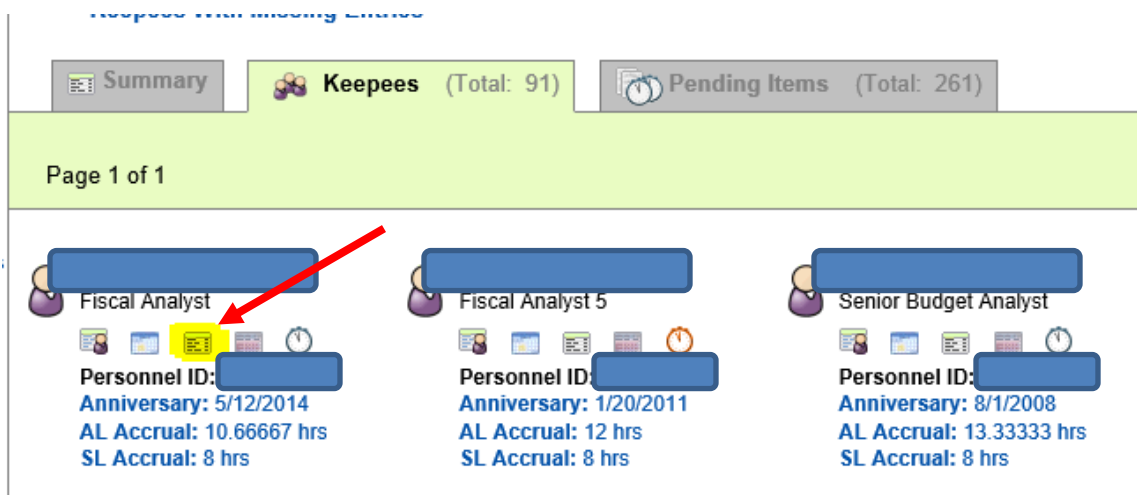This document will cover how to enter Foster Parent Shared Leave – Hours Received in Leave Tracker.

1. In Leave Tracker, select the correct employee from your Keepee menu

2. Select the "Properties" icon

3. Click on "Transfers" tab

View Change History

| Balances | Accruals | **Transfers** | Properties | FYI |

Leave Transfers For [   ]   Save All Changes

Transfer Type	History	New Leave Transfers
Sick Leave Buyout *(Yearly option to buyout excess sick leave. The effective date is always February 25th.)*		Add New Entry
Compensatory Time Buyout *(Yearly buyout of excess comp time. The effective date is usually July 1st.)*		Add New Entry
Donated Leave - Given *(Cedrick has donated shared leave to someone else)*		Add New Entry
Donated Leave - Returned *(Unused shared leave is being returned to Cedrick)*		Add New Entry
Shared Leave - Received *Cedrick has been allocated shared leave from the statewide pool.*		Add New Entry
Shared Leave - Returned *Cedrick is returning unused shared leave to the donor*		Add New Entry
Foster Parent Shared Leave - Received *Cedrick has been allocated foster parent shared leave from the statewide pool.*		Add New Entry
Foster Parent Shared Leave - Returned *Cedrick is returning unused foster parent shared leave to the statewide pool.*		Add New Entry

Save All Changes

4. Click on "Add New Entry" under "Foster Parent Shared Leave – Received"

View Change History

| Balances | Accruals | **Transfers** | Properties | FYI |

Leave Transfers For [_____]   Save All Changes

Transfer Type	History	New Leave Transfers
Sick Leave Buyout *(Yearly option to buyout excess sick leave. The effective date is always February 25th.)*		Add New Entry
Compensatory Time Buyout *(Yearly buyout of excess comp time. The effective date is usually July 1st.)*		Add New Entry
Donated Leave - Given *(Cedrick has donated shared leave to someone else)*		Add New Entry
Donated Leave - Returned *(Unused shared leave is being returned to Cedrick)*		Add New Entry
Shared Leave - Received *Cedrick has been allocated shared leave from the statewide pool.*		Add New Entry
Shared Leave - Returned *Cedrick is returning unused shared leave to the donor*		Add New Entry
Foster Parent Shared Leave - Received *Cedrick has been allocated foster parent shared leave from the statewide pool.*		Add New Entry
Foster Parent Shared Leave - Returned *Cedrick is returning unused foster parent shared leave to the statewide pool.*		Add New Entry

Save All Changes

5. Enter:
    # of hours received
    Date approved
    A reason for the change

6. Click "Save Changes".