

Note: Donating leave time is only available for Large, RN, Res Mgrs, Res Techs, & Overnight Techs

1. Select **Me** to display your employee functions
2. Click **Time and Absences**

Good morning, Arya Stark!

Me My Team My Client Groups Benefits Administration Risk

QUICK ACTIONS APPS

Personal Details Document Records Identification Info Contact Info Family and Emergency Contacts My Organization Chart

Directory Onboarding Time and Absences Career and Performance

The screenshot shows the ESS user interface. At the top, it says "Good morning, Arya Stark!". Below this is a navigation bar with tabs: "Me", "My Team", "My Client Groups", "Benefits Administration", and "Risk". The "Me" tab is highlighted with a red box. Below the navigation bar, there are two columns of options. The left column is labeled "QUICK ACTIONS" and includes: "Personal Details", "Document Records", "Identification Info", "Contact Info", "Family and Emergency Contacts", and "My Organization Chart". The right column is labeled "APPS" and includes: "Directory", "Onboarding", "Time and Absences", and "Career and Performance". A red arrow points from the "Me" tab to the "Time and Absences" app icon, which is also highlighted with a red box.

3. Click the **Donations** tile

The screenshot displays the ESS user interface for Arya S Stark. At the top, a dark blue header contains a circular profile icon with the initials 'AS' and the name 'Arya S Stark'. Below the header is a grid of nine white tiles, each with a green icon and a title. The 'Donations' tile, located in the bottom middle, is highlighted with a red border. The tiles are as follows:

- Current Time Card**: Open your current time card.
- Existing Time Cards**: Access all of your time cards.
- Request Time Change**: Send a request to change your worked time.
- Add Absence**: Request an absence and submit for approval.
- Absence Balance**: Review current plan balances and absences taken or requested.
- Existing Absences**: View, change or withdraw existing absence requests.
- Cash Disbursements**: Sell a portion of your plan balance.
- Donations**: Donate a portion of your plan balance to a coworker.
- Calendar**: View your shifts, absences, and public holidays.

4. To submit a donation, click **Add**

5. Enter the desired qualified **plan**

6. You can either enter a new date or accept the default of the current **date**

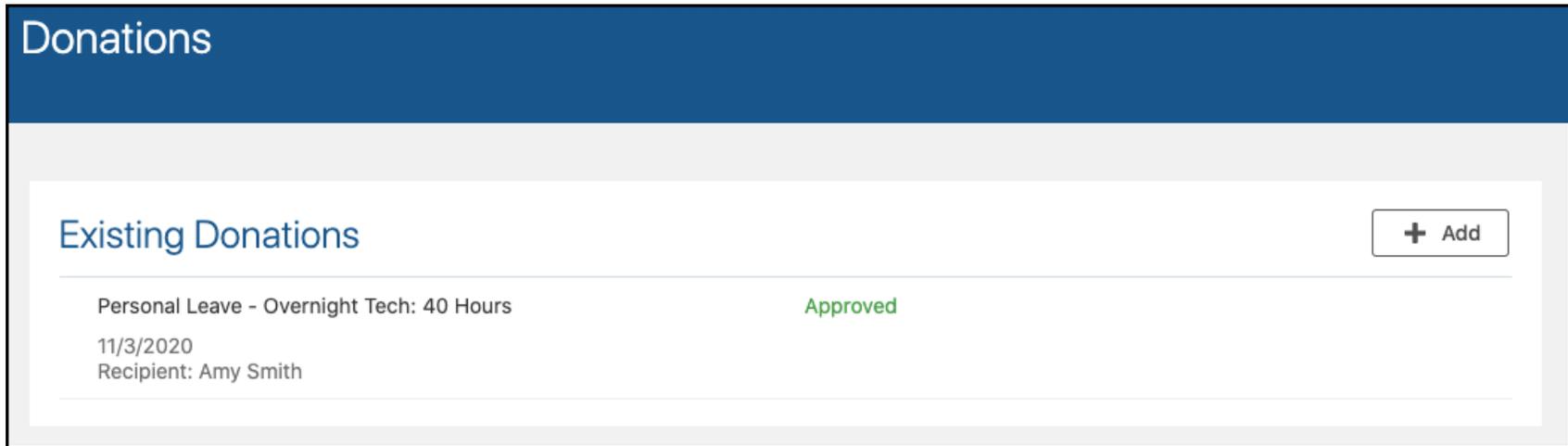
7. Enter the desired **recipient**

8. Enter the **donation amount** in terms of hours between 1 and 90 in increments of 1

9. Click **submit**

10. The donation will automatically approve as soon as Connect processes the donation

Note: It may take a few minutes for the transaction to display “Approved”

A screenshot of a web application interface. At the top is a dark blue header with the word 'Donations' in white. Below this is a light gray section with the title 'Existing Donations' in blue. To the right of the title is a button with a plus sign and the text 'Add'. Below the title, there is a table with one row of data. The data includes 'Personal Leave - Overnight Tech: 40 Hours' in gray, the date '11/3/2020' in gray, the recipient name 'Recipient: Amy Smith' in gray, and the status 'Approved' in green. The table is separated by thin horizontal lines.

Existing Donations		+ Add
Personal Leave - Overnight Tech: 40 Hours	Approved	
11/3/2020		
Recipient: Amy Smith		

11. A notification will appear at the bottom of your home page under **Things to Finish** indicating you have successfully donated time

End of Procedure

The screenshot displays the Oracle ESS home page interface. At the top, there are navigation links for 'Employment Info', 'Additional Assignment Info', and 'Document Delivery Preferences'. To the right, there are icons for 'Roles and Delegations' and 'Expenses', along with a plus sign for more options. Below these is a 'Show More' link. The main section is titled 'Things to Finish' and contains four notification cards. The first card shows 'Assigned to Me' with a count of 3 and 'Created by Me' with a count of 1. The second card, highlighted with a red border, is titled '11 minutes ago' and 'APPROVED', with the text 'Approval of Donation by Neil Burcroff from Personal Leave - Overnight Tech' and a 'Dismiss' button. The third card is titled '3 days ago' and 'ACTION REQUIRED', with the text 'The Time Card Entries for Neil Burcroff, for the Time Card Period 2020-10-17 to 2020...' and buttons for 'Approve' and 'Reject'. The fourth card is titled '1 month ago' and 'FYI', with the text 'Oracle Fusion Applications- Automatically Generated Password' and a 'Dismiss' button.