

To: PAYROLL SERVICES, M/S JA 110

Name of Employee Donating Leave: _____ Phone: _____

Employee ID: _____ Bargaining Unit Number: _____

Department Name: _____

I would like to donate the following number of hours to the employee (named below) participating in the **CSU Catastrophic Leave Donation Program**.

I understand that I may donate up to the maximum number of sick and/or vacation leave credits for my Bargaining Unit **per fiscal year**. Leave credits may be donated in increments of one hour or more. The recipient employee must have exhausted all available leave credits before actual transfer of my credits.

<u>Bargaining Unit</u>	<u>Leave Credit Donation Maximum</u>
R11 (UAW-TA's only)	16 hours of leave credits per fiscal year
Units R01 (UAPD), Units R02, R05, R07, R09 (CSUEU), R03 (CFA), R04 (APC), R06 (SETC), R08 (SUPA), C99 (Confidential), MPP, M80 (Management) & M98 (Executive)	40 hours of leave credits per fiscal year

Name of recipient employee: _____

Type and number of hours to be donated:

- Sick Leave hours (for employee illness): _____
- Vacation hours (for employee illness or FMLA to care for a family member): _____
- Total number of hours donated: _____

Please check here if you would like the recipient to know the hours you are donating.

Please check here if you would prefer to remain anonymous.

I understand that the hours I donate will be transferred to the employee named above.

Signature: _____ Date: _____

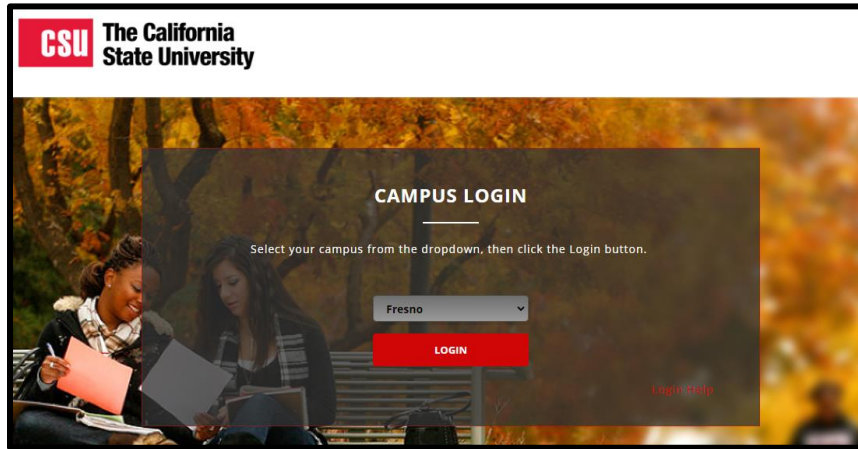
THIS FORM MUST BE SUBMITTED VIA MOVEIT. MOVEIT INSTRUCTIONS ARE NOTED BELOW.

FRESNO STATE BENEFITS CSU MOVEit FILE UPLOAD PROCESS

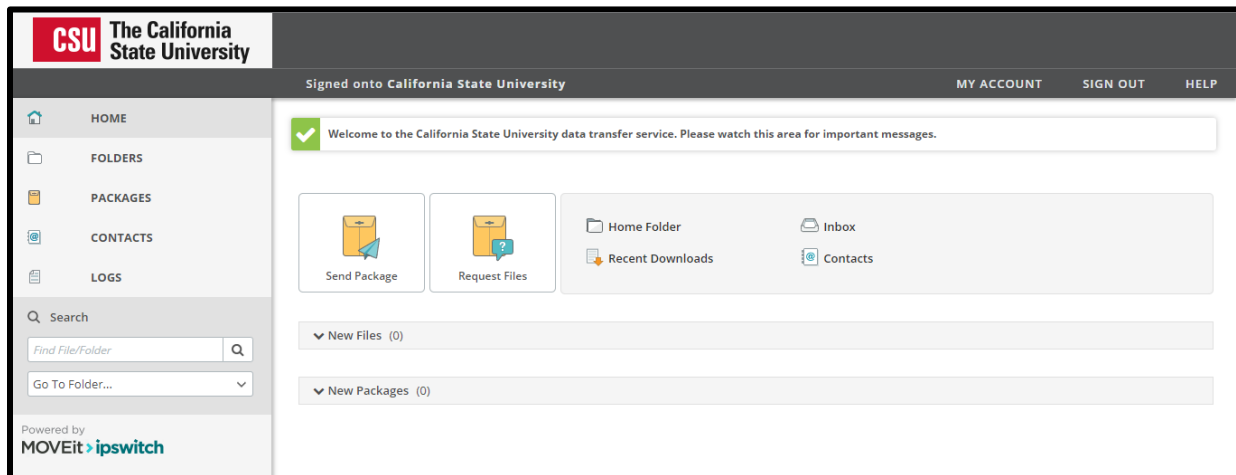
Please use the process below to upload your documents with Social Security Numbers to the Fresno State Benefits team.

Instructions

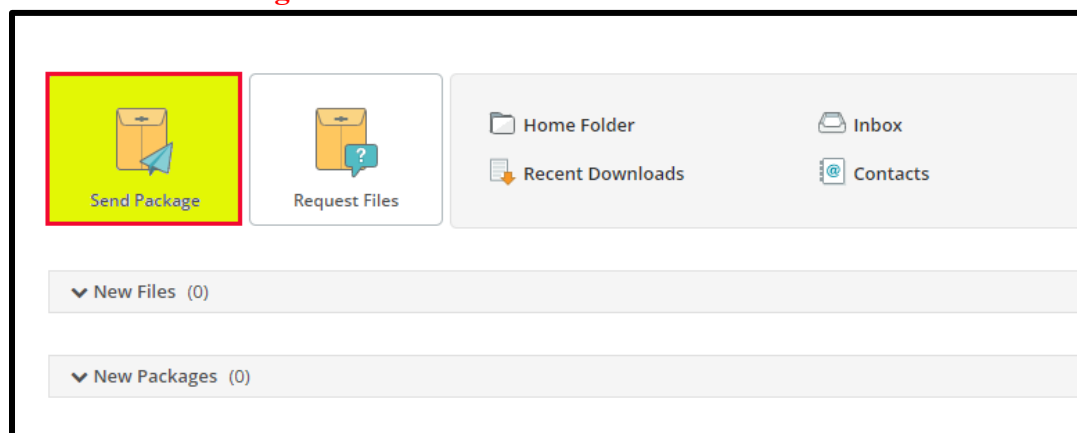
1. Log in to - <https://transfer.data.calstate.edu/> - using Fresno State credentials



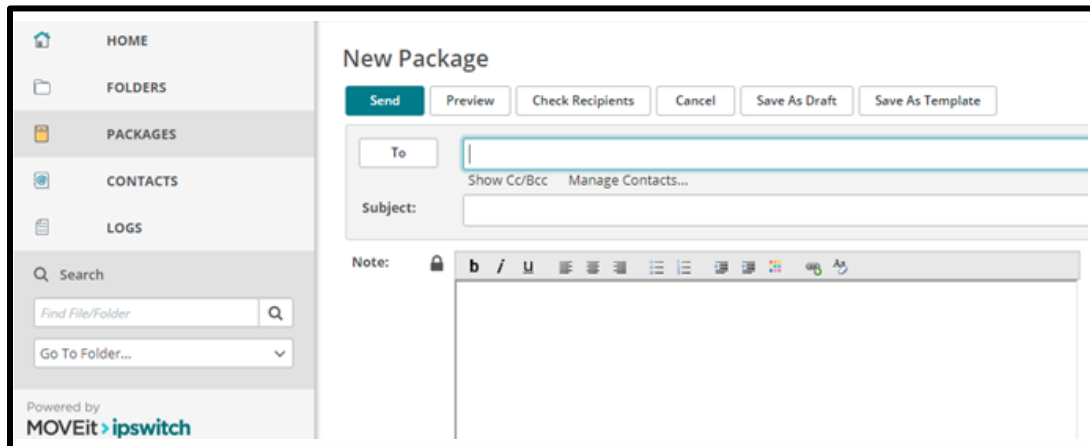
2. Will be taken to a CSU MOVEit page



3. Select **“Send Package”**

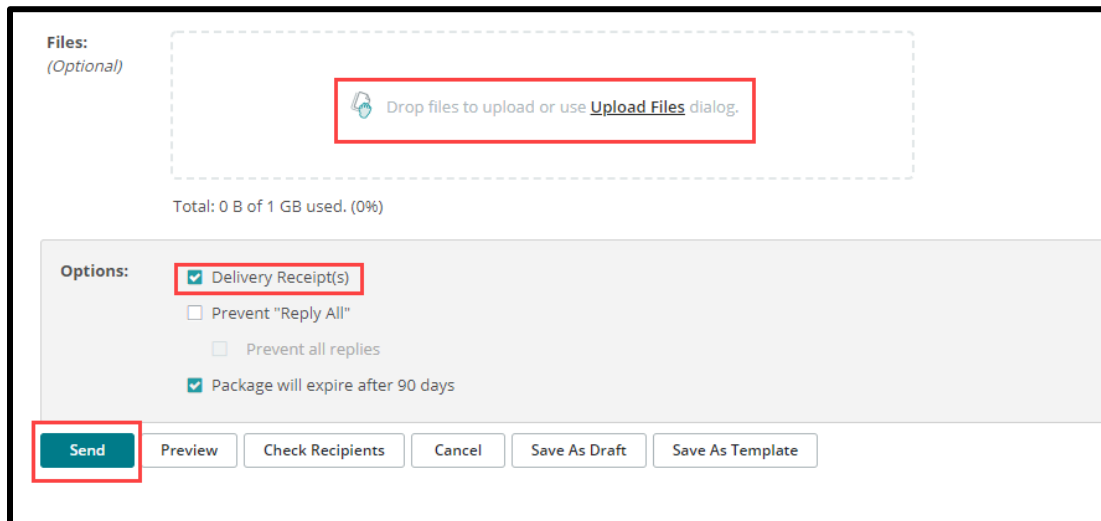


4. Enter in → **To:** sarahconfer@csufresno.edu
5. Please enter the **TYPE** of document submitting. Enter in → **Subject:** EXAMPLE: Dependent Eligibility Verification (DEV), Fee Waiver, Family Status Change or New hire Benefits Worksheet, FlexCash, Parent-Child Relationship Affidavit, Catastrophic Leave Donations, HCRA/DCRA form.



The screenshot shows the 'New Package' form in the MOVEit interface. On the left is a sidebar with navigation links: HOME, FOLDERS, PACKAGES, CONTACTS, and LOGS. Below these is a search bar with 'Find File/Folder' and 'Go To Folder...' options. The main area is titled 'New Package' and contains several buttons at the top: Send (highlighted in green), Preview, Check Recipients, Cancel, Save As Draft, and Save As Template. Below the buttons are input fields for 'To' (with a dropdown arrow), 'Subject', and a 'Note' section with a rich text editor. The 'To' field has a placeholder 'Show Cc/Bcc Manage Contacts...'. The 'Note' section has a toolbar with various formatting options.

6. Upload or “Drag& Drop” documents
7. Select **“Delivery Receipt”** under **“Options”** section
8. **Send**



The screenshot shows the 'Files' and 'Options' sections of the MOVEit interface. The 'Files' section is titled 'Files: (Optional)' and contains a dashed box with a red border and a red box around the text 'Drop files to upload or use [Upload Files](#) dialog.' Below this is a status bar showing 'Total: 0 B of 1 GB used. (0%)'. The 'Options' section is below the status bar and contains several checkboxes: 'Delivery Receipt(s)' (checked and highlighted with a red box), 'Prevent "Reply All"', 'Prevent all replies', and 'Package will expire after 90 days' (checked). At the bottom of the 'Options' section are several buttons: Send (highlighted with a red box), Preview, Check Recipients, Cancel, Save As Draft, and Save As Template.

NOTE: If you encounter an error message, you may need to clear your browser cache. Below is a link to assist with clearing browser cache, if needed.

[How To Clear My Cache](#) - This guide covers all browsers.