UC San Diego

UC San Diego
Health Sciences

Micro Learning:
Entering PFCB and Correcting Pay for Retroactive PFCB

10/25/22

UC Path

Pay for Family Care and Bonding (PFCB) Overview

Pay for Family Care and Bonding (PFCB) is a *pay option** **not** a leave type

*Eligible employees can elect to use income replacement calculated at 70% of eligible earnings for up to eight workweeks per calendar year during a qualifying leave under the FMLA and/or CFRA. (100% for four weeks for Unit 18)

PFCB may only be used for eligible block Family and Medical Leaves (FMLs) taken for one of the qualifying reasons below, and the employee must be taking that leave in a block of a minimum of one workweek or more.

- Parental bonding (FMLA and/ or CFRA)
- To care for a family member with a serious health condition (FMLA and/ or CFRA)
- Military Caregiver Leave (FMLA)
- Qualifying Exigency Leave (FMLA and/ or CFRA)

Note: PFCB is not an option available during any other type of leave.

For details refer to Job Aids: Pay for Family Care and Bonding (PFCB) and Pay for Family Care and Bonding Unit 18 (PFCB)

Pre Process

Understand **when** to use PFCB pay option

1

- PFCB pay option can only be used for a qualifying leave under the FMLA and/or CFRA
- Must be submitted in a block of a minimum one workweek or more and employee cannot use paid leave accruals (vacation, sick leave, PTO, CTO) or any other type of paid leave at the same time
- PFCB must continue until full eight workweeks is exhausted, or that qualifying Family and Medical Leave block leave ends

Know **where** to enter in UCPath

2

- Request Extended Absence to enter a NEW Extended Absence request with PFCB pay option
- Administer Extended Absence to view status or edit an existing Extended Absence Request (including returning an employee from leave or cancelling an Extended Absence Request)
- Hourly paid employees: Location enters PFCB pay codes in Timekeeping
- Salaried employees: UCPC enters JED

Know the **key fields** to enter in UCPath

3

- Expected Return Date: Double check Expected Job End Date in Job Data
- Actual Return Date: An Actual Return Date is required when going from PFCB to Intermittent
- FMLA/CFRA/PDLL Leave Drop Down: Select a type appended with PFCB
- Paid/Unpaid: PFCB should always be Paid-Block

Be aware of the **deadline**

4

- Leave Transactions must be entered and locally approved by the Employee Data Change deadline
- Pay Confirm double check transaction was processed correctly

Correcting Pay for Retroactive PFCB

Two Scenarios where pay correction is needed:

1

When a FMLA/CFRA leave with PFCB pay option is entered late:

- **Employee overpaid on REG:** Submit an inquiry to UCPath Center to reclassify* the 100% REG to 70% PFN(hourly)/PFL(salaried) and 30% LPN(hourly)/LPJ(salaried)
- **Employee Missed Pay (no REG was paid out):** Submit an Off Cycle Pay Request using PFCB earn codes in the Leaves Tab

2

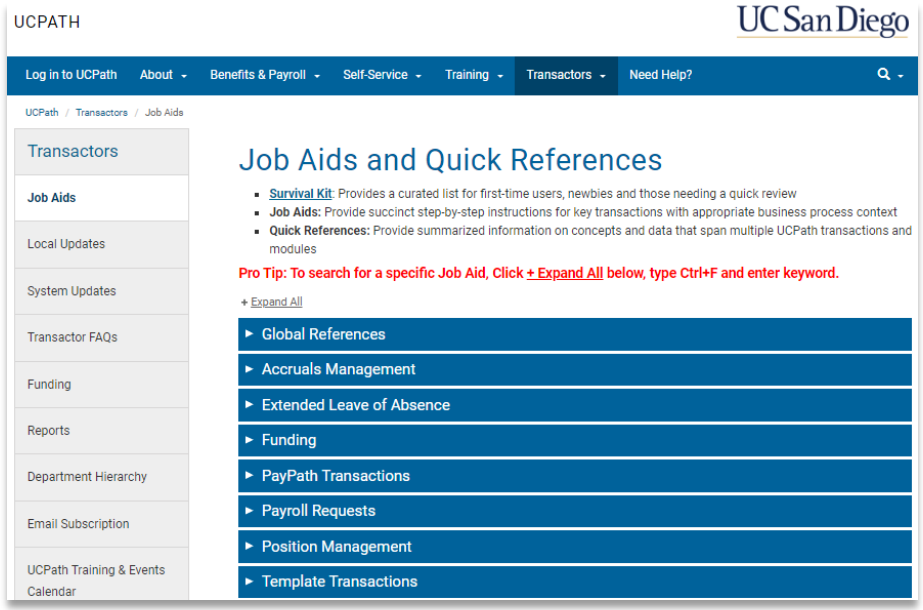
When an Actual Return Date for a PFCB row is entered late:

- **Employee paid 70% PFCB and missed 30% REG:** Submit an inquiry to UCPath Center to reclassify* the 70% PFN(hourly)/PFL(salaried) and 30% LPN(hourly)/LPJ(salaried) to 100% REG
- **Employee overpaid 70% PFCB (switching to unpaid leave):** Submit an Overpayment Request for the 70% PFN(hourly)/PFL(salaried) and 30% LPN(hourly)/LPJ(salaried)

*For assistance with filling out the Reclassification of Earnings Request submit a SNOW ticket to the UCPath-Leaves team

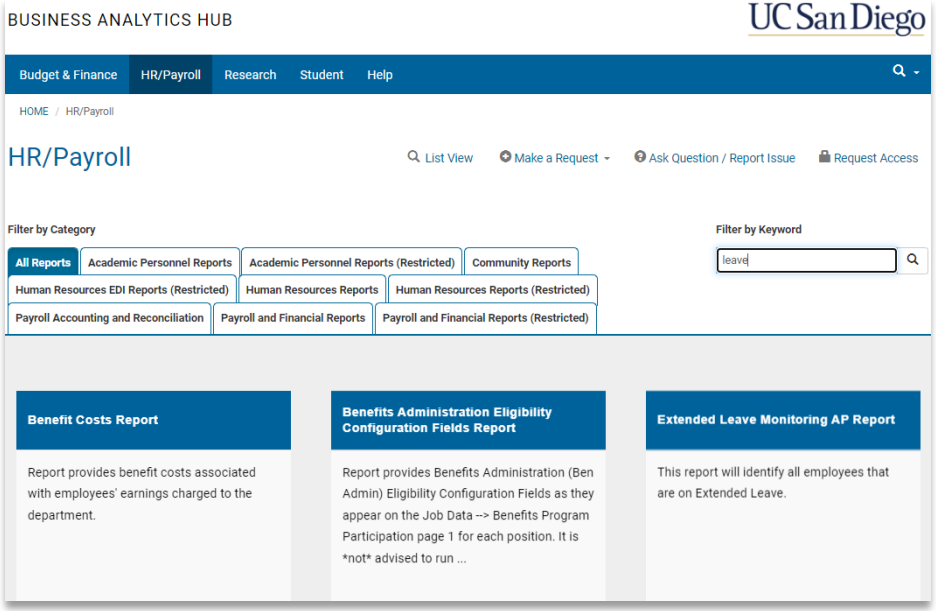
Local Resources

UC San Diego Job Aids and Quick References



- How to Request a Leave of Absence
- How to Request Sabbatical Leaves
- How to Use Job Override to Limit Jobs Put on Leave Status

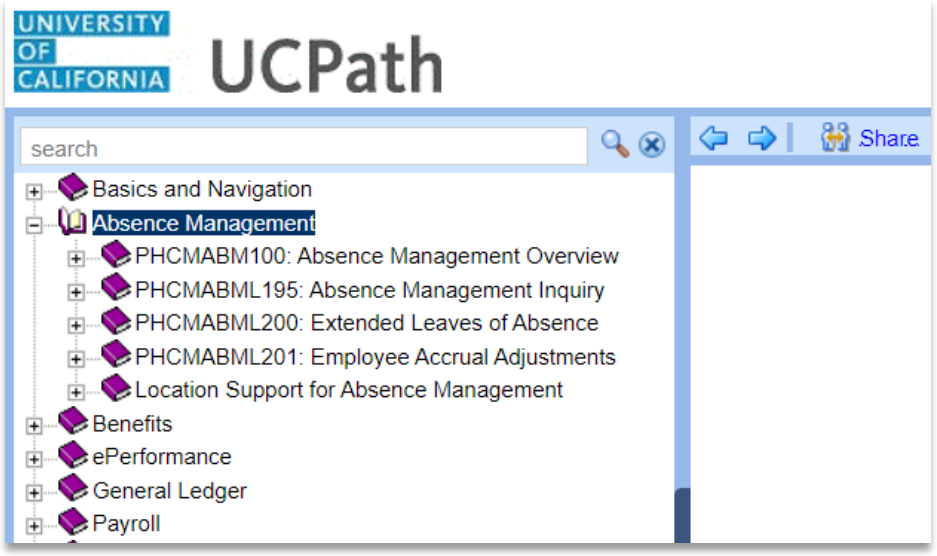
UC San Diego Business Analytics Hub



- Extended Leave Monitoring Report
- FMLA Eligibility and Leave Documentation
- Leave Action Report
- Leave Balance Summary Report
- Sabbatical Balances Report
- Who's on Sabbatical Report

UCPath Center Resources

[UCPath Help Site for Transactional Users]



- **[Job Aid: Pay for Family Care and Bonding (PFCB)]**
- **[Job Aid: Pay for Family Care and Bonding Unit 18 (PFCB)]**

- Job Aid: Extended Absence Request Leaves and Description
- Submit Medical Leave of Absence Request
- Submit Multi-Row Leave of Absence Request
- Extend Existing Leave of Absence
- Extend Leave of Absence with New Leave Type
- Cancel an Approved Leave of Absence
- Return from Leave of Absence
- Review Leave Monitoring Report
- View Manage Accruals
- View Benefits Summary
- View Extended Absence Trans History Component
- View Employee Absence Balance Data
- View Career and Benefits Elig Hrs INQ
- Job Aid: Career & Benefits Elig Hrs INQ Page for Locations
- Job Aid: Earn Code to Absence Mapping
- Job Aid: Earnings Code Configuration
- Submit Workers' Compensation Leave of Absence Request
- Submit Full Sabbatical Leave of Absence Request
- Submit Partial Sabbatical Leave of Absence Request
- Job Aid: Partial Sabbaticals – UCPC Impacts

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