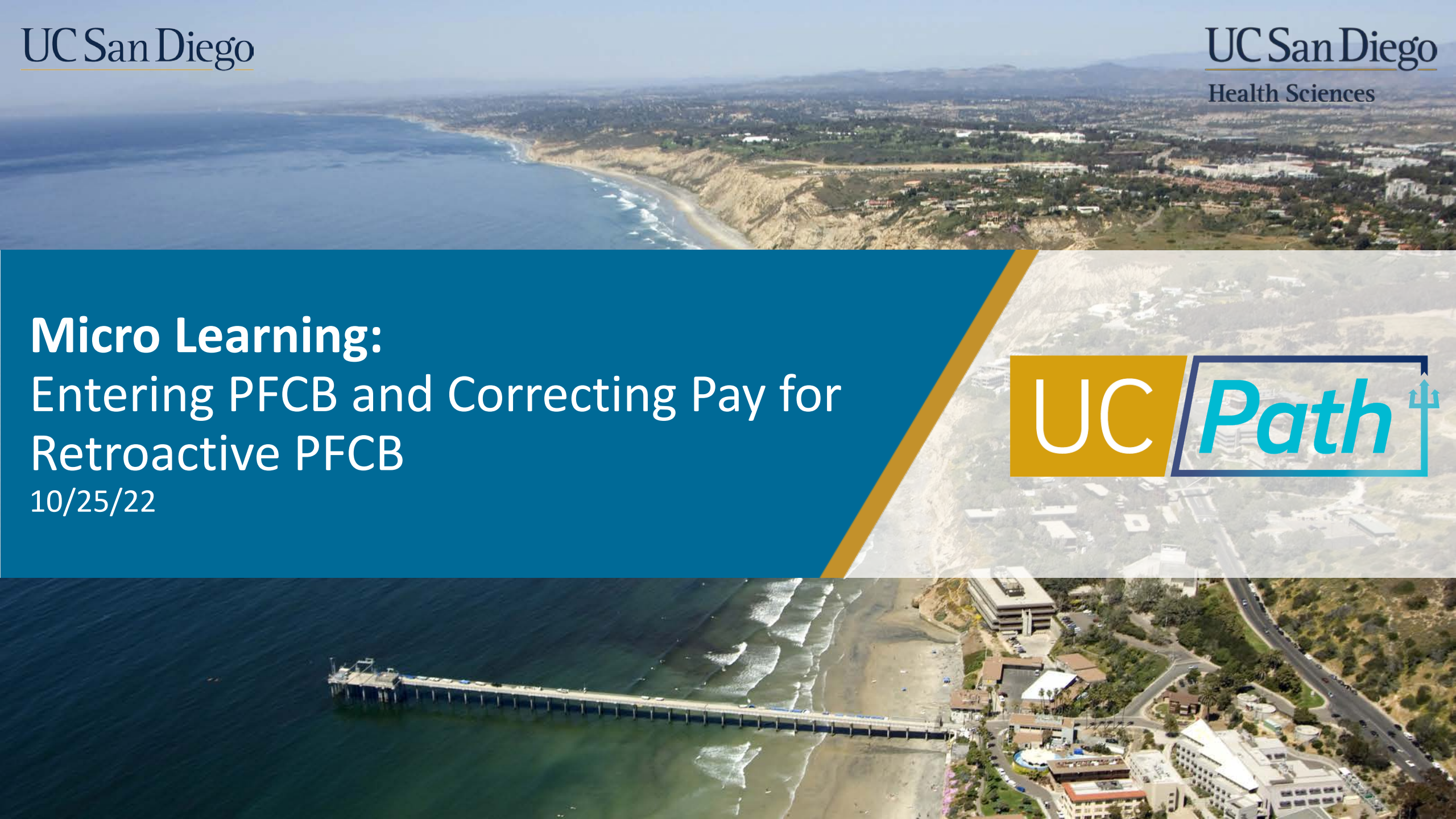


Micro Learning:
Entering PFCB and Correcting Pay for
Retroactive PFCB

10/25/22



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.

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

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](#)

UC San Diego Job Aids and Quick References

UCPATH UC San Diego

Log in to UCPath About Benefits & Payroll Self-Service Training Transactors Need Help?

UCPath / Transactors / Job Aids

Job Aids and Quick References

- **Survival Kit:** Provides a curated list for first-time users, newbies and those needing a quick review
- **Job Aids:** Provide succinct step-by-step instructions for key transactions with appropriate business process context
- **Quick References:** Provide summarized information on concepts and data that span multiple UCPath transactions and modules

Pro Tip: To search for a specific Job Aid, Click + Expand All below, type Ctrl+F and enter keyword.

+ Expand All

- ▶ Global References
- ▶ Accruals Management
- ▶ Extended Leave of Absence
- ▶ Funding
- ▶ PayPath Transactions
- ▶ Payroll Requests
- ▶ Position Management
- ▶ Template Transactions

- [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

BUSINESS ANALYTICS HUB UC San Diego

Budget & Finance HR/Payroll Research Student Help

HOME / HR/Payroll

HR/Payroll

List View Make a Request Ask Question / Report Issue Request Access

Filter by Category

Filter by Keyword

All Reports Academic Personnel Reports Academic Personnel Reports (Restricted) Community Reports

Human Resources EDI Reports (Restricted) Human Resources Reports Human Resources Reports (Restricted)

Payroll Accounting and Reconciliation Payroll and Financial Reports Payroll and Financial Reports (Restricted)

Benefit Costs Report

Report provides benefit costs associated with employees' earnings charged to the department.

Benefits Administration Eligibility Configuration Fields Report

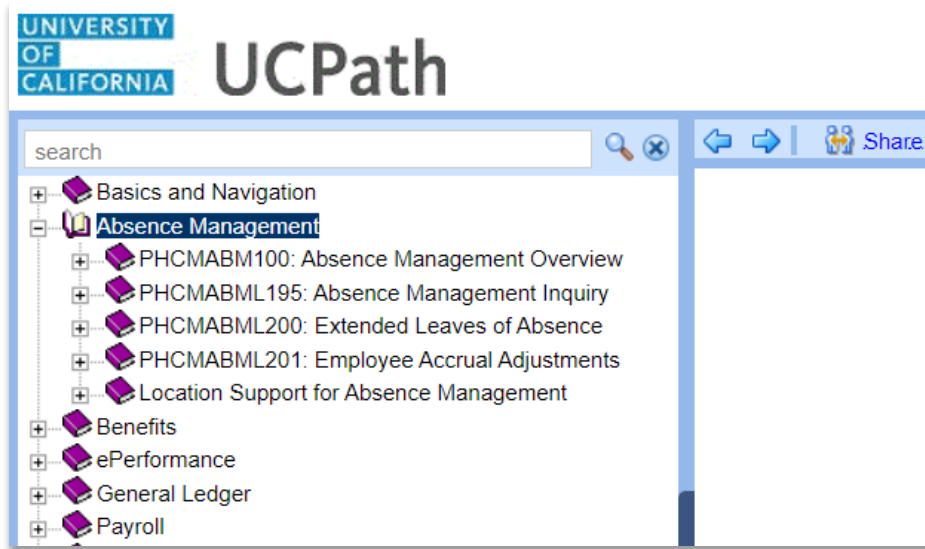
Report provides Benefits Administration (Ben Admin) Eligibility Configuration Fields as they appear on the Job Data --> Benefits Program Participation page 1 for each position. It is *not* advised to run ...

Extended Leave Monitoring AP Report

This report will identify all employees that are on Extended Leave.

- 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 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

The logo features the letters 'UC' in white on a gold square background. To the right, the word 'Path' is written in a blue, italicized sans-serif font. The 'Path' text is enclosed in a blue rectangular frame with a white border. A blue trident symbol is positioned at the top right corner of the frame.

UC *Path*

UC San Diego

UC San Diego
Health Sciences