UC San Diego

UC San Diego
Health Sciences

Topic Based Zoom:
Short Work Break
3/30/22

UC Path

Today's Topics

- Review Key Terms
- Short Work Break Considerations
- Importance of Monitoring
- Best Practices and Q&A

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SWB Matrix

Term	Definition
SWB	SWB is an action taken in PayPath that can be used to stop pay for an employee in the system for a temporary period of time, but allows them to remain on active status. This process applies to both staff and academic employees.
RWB	RWB is an action taken in PayPath to return an employee from Short Work Break.
Direct Billing	Direct Billing is the process by which an employee on leave without pay and/or short work break may elect to continue his/her UC benefits by paying premiums (or their portion thereof, depending upon leave type) directly to University of California.
Short Work Break Monitoring Report	A report available on the Business Analytics Hub to monitor Short Work Break end dates and decide whether to extend SWB, return the employee to active status, or terminate the job.

PayPath | Short Work Break

The UCPath **Short Work Break** (**SWB**) process is used to stop pay for an employee for a temporary period of time and moves them to a 'work break' status.

- **SWB is <u>NOT</u> a leave,** but is treated similarly by UCPC
- **SWB** process applies to both staff and academic employees, provide Benefits Election form to continue benefits if applicable
- Academic GSR/TA appointments should utilize the SWB functionality to prevent Empl Records from being transferred/terminated erroneously

SWB Matrix

Type	Applicability	Action	Action Reason	Description	Short Work Break?
Academic Students	Academic only	SWB	GST	Used to put academic students off pay status over the summer or in between quarters/semesters.	Yes
Unit 18- Benefits Bridge Eligible	Academic only	SWB	BEN	Used to put a Unit 18 employee off pay status in between quarters/ semesters of active employment. The employee is eligible to request a Benefits Bridge.	Yes
Unit 18- Benefits Bridge Not Eligible	Academic only	SWB	U18	Used to put a Unit 18 employee off pay status in between quarters/ semesters of active employment. The employee is not eligible to request a Benefits Bridge.	Yes
Educator- Benefits Bridge Not Eligible	Academic only	SWB	EDU	Used to put a educator WOS or educator out-of-state (e.g., UCDC) employee off pay status in between quarters/ semesters of active employment. The employee is not eligible to request a Benefits Bridge.	Yes
University Extension (UNEX)	Academic only	SWB	UNX	Used to put a UNEX Teacher off pay status in between periods of active employment.	Yes
Variable Appointment	Academic only	SWB	VAR	Used to put an exempt academic employee with a highly variable schedule off pay status in between periods of active employment.	Yes
Research Funding Bridge	Academic only	SWB	RFB	Used to place an employee that is awaiting research funding on SWB.	Yes
Partial-Year Career Furlough	Staff only	SWB	P09 P10 P11	Used to place a partial-year career employee on furlough. Action Reason selection will be based on the number of working months the partial-year career employee is scheduled to work: 9, 10, or 11 months.	Yes
Floaters	Staff only	SWB	FLT	Used for floater employees during periods of inactivity.	Yes
Limited Employees	Staff only	SWB	LMT	Used for limited employees off pay status.	Yes
Undergraduate Students: Casual/Restricted This appointment type covers registered undergraduate/ graduate UC students.	Staff only	SWB	UST	Used to put casual restricted appointees (covered under PPSM) off pay status over the summer or in between quarters/semesters.	Yes

UCPath Transactors Help Site Job Aid: Short Work Break Matrix

SWB Matrix

Type	Applicability	Action	Action Reason	Description	Short Work Break?
Temporary Layoff	Staff only	LOA	TLF	Unpaid time off to place an employee on temporary layoff.	No
Proposed - Nurses Pending Recertification	Staff only	LOA	NPR	Used to put a nurse off pay status while their license is pending renewal.	No
Proposed - Students on PELP	Staff and Academic	HIR/REH and TER	As Appropriate	Used to put students off pay status during the PELP (planned educational leave) period.	No
Administrative Furlough	Staff only	N/A	N/A	Unpaid leave due to a predesignated systemwide furlough plan or strategy to address budget shortfall.	No

UCPath Transactors Help Site Job Aid: Short Work Break Matrix

Short Work Break Matrix | Updates

- Updates to the Short Work Break Matrix for the academic population are in the works
- UCPC will be working on a new job aid specifically for Unit 18
- Access the Short Work Break Matrix through the link in the UCPath Transactor Help Site to see the latest version

Short Work Break | Timekeeping & Pay

Employees on Short Work Break will not be able to login to Ecotime.

Benefit Summary & Election Form

There are two forms you should provide an employee if they are eligible to continue benefits via Direct Billing while on a Short Work Break (SWB):

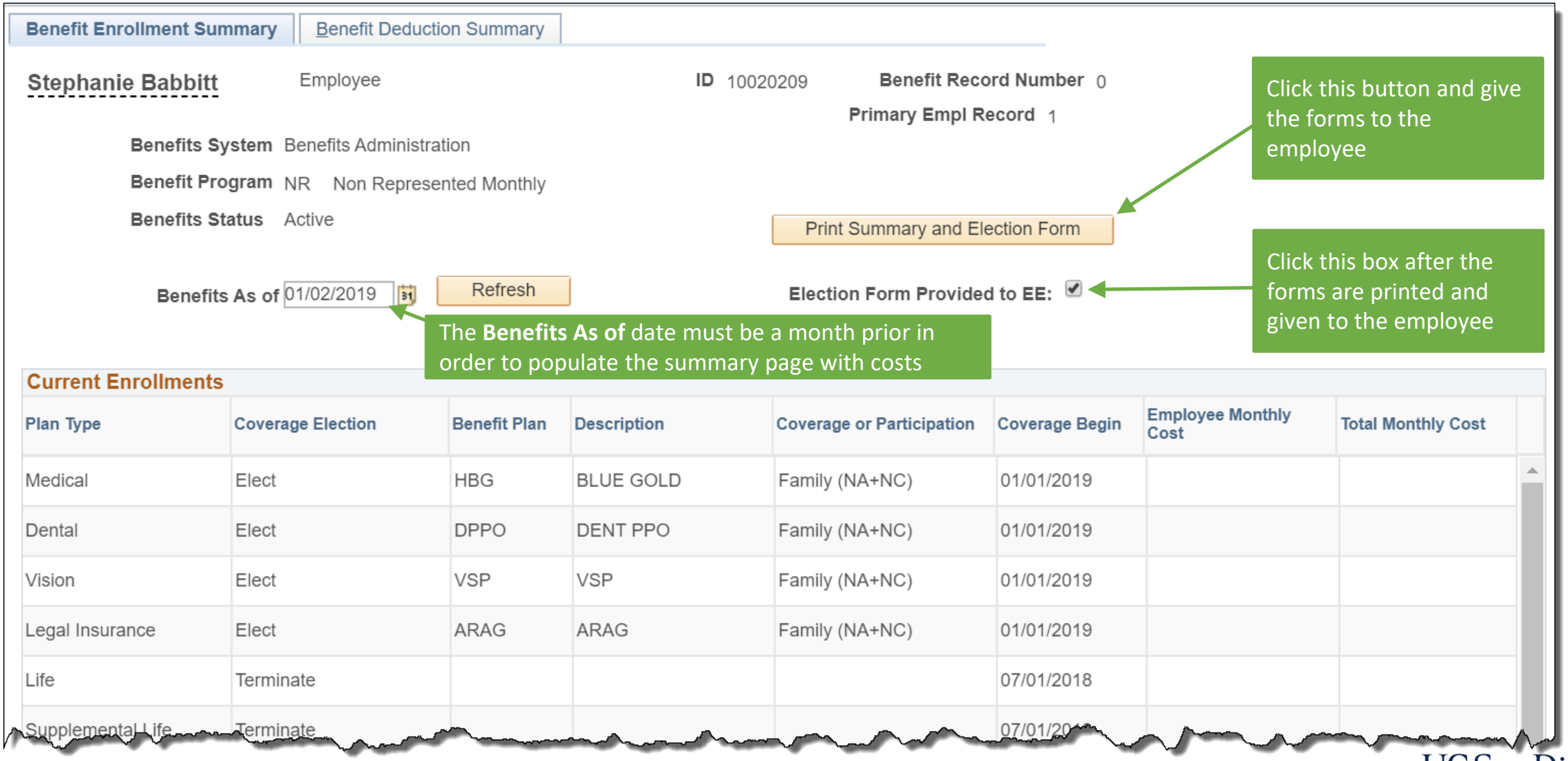
Benefit Summary

- Displays current benefit rates
- If a rate change is implemented while an employee is on leave, they will receive a notification by mail

Election Form

- Employee uses this form to identify the benefits they want to continue while on leave
- Form must be submitted by the employee to UCPC to enter applicable benefit updates into UCPath

Benefits Summary Page



Benefit Billing Election Form

UNIVERSITY OF CALIFORNIA UCPath

BENEFIT BILLING ELECTION FORM

[redacted]	**Employee ID:** [redacted] **Date:** Mar 29, 2022

*** Please disregard notice if no changes are required and you are not enrolled in Health FSA**

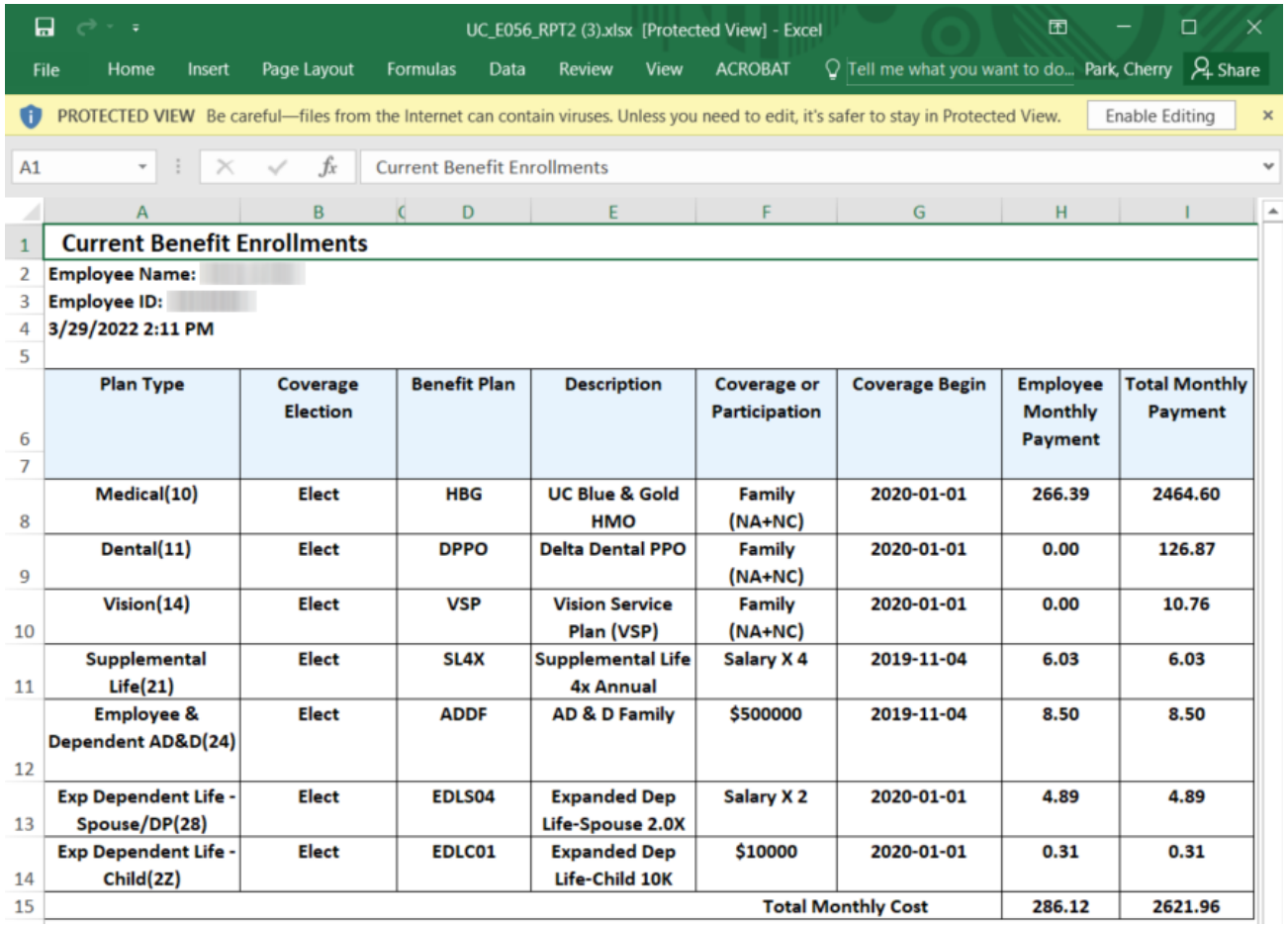
Plan Type	Description	Current Coverage	Cancel ✓	Decrease Coverage See Instruction Sheet for detail 2.(c)
Medical(10)	UC Blue & Gold HMO	Family (NA+NC)		
Dental(11)	Delta Dental PPO	Family (NA+NC)		
Vision(14)	Vision Service Plan (VSP)	Family (NA+NC)		
Supplemental Life(21)	Supplemental Life 4x Annual	Salary X 4		
Employee & Dependent AD&D (24)	AD & D Family	$500000		
Exp Dependent Life - Spouse/DP (28)	Expanded Dep Life-Spouse 2.0X	Salary X 2		
Exp Dependent Life - Child(2Z)	Expanded Dep Life-Child 10K	$10000		

Health FSA ✓	
	Cancel Coverage
	Continue Coverage Reduce amount
	Continue Coverage Make up contributions
If option is not selected it will DEFAULT to: Cancel Coverage	

I understand that for any plan I do not cancel, I agree to pay the monthly premium. For any plan I choose to cancel, I understand that I will not be allowed to re-enroll until I return to pay status.

If I want to make changes to my enrollment or cancel coverage at a later date, I will contact the UCPath Center at 855-982-7284.

My signature below indicates that I have read and agree to the Disclaimers/Notifications outlined in the form instructions:



Current Benefit Enrollments

Employee Name: [redacted]
Employee ID: [redacted]
3/29/2022 2:11 PM

Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin	Employee Monthly Payment	Total Monthly Payment
Medical(10)	Elect	HBG	UC Blue & Gold HMO	Family (NA+NC)	2020-01-01	266.39	2464.60
Dental(11)	Elect	DPPO	Delta Dental PPO	Family (NA+NC)	2020-01-01	0.00	126.87
Vision(14)	Elect	VSP	Vision Service Plan (VSP)	Family (NA+NC)	2020-01-01	0.00	10.76
Supplemental Life(21)	Elect	SL4X	Supplemental Life 4x Annual	Salary X 4	2019-11-04	6.03	6.03
Employee & Dependent AD&D(24)	Elect	ADDF	AD & D Family	$500000	2019-11-04	8.50	8.50
Exp Dependent Life - Spouse/DP(28)	Elect	EDLS04	Expanded Dep Life-Spouse 2.0X	Salary X 2	2020-01-01	4.89	4.89
Exp Dependent Life - Child(2Z)	Elect	EDLC01	Expanded Dep Life-Child 10K	$10000	2020-01-01	0.31	0.31
				Total Monthly Cost		286.12	2621.96

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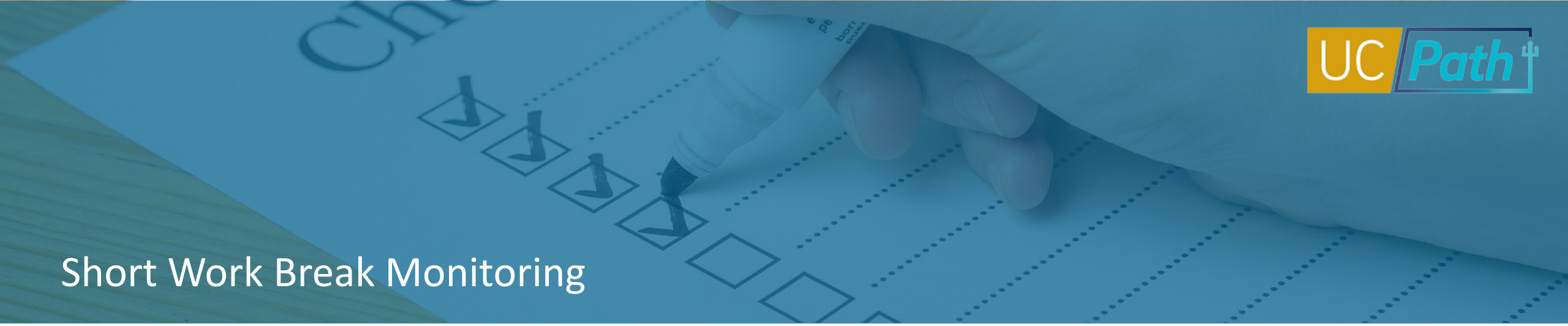


Short Work Break Monitoring

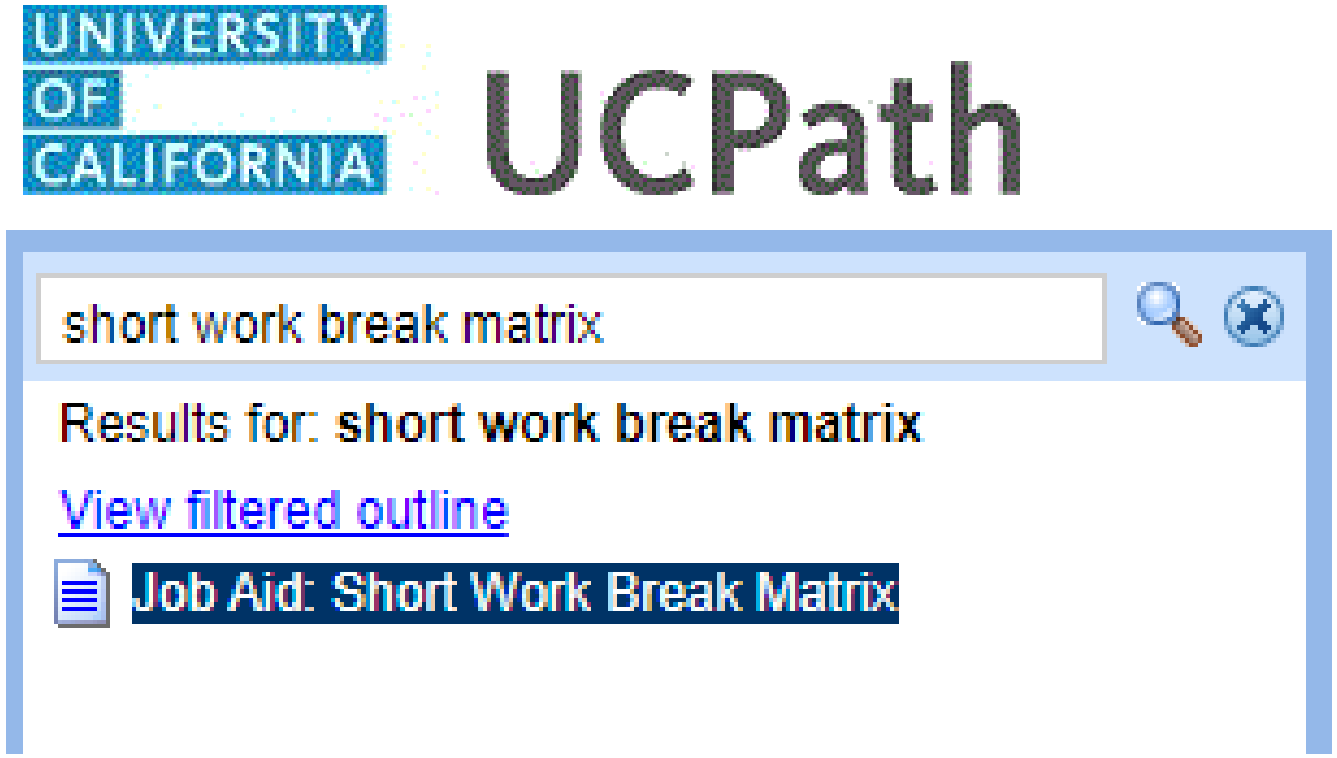
Monitor employees on a Short Work Break (SWB) using the **Short Work Break Monitoring Report**

- Determine if it is necessary to return the employee from SWB or extend the SWB
- Notify employees of the need to return from SWB and confirm return
- A RWB needs to be entered for an employee to be terminated or auto termed
- Final Pay cannot be issued for employees on SWB

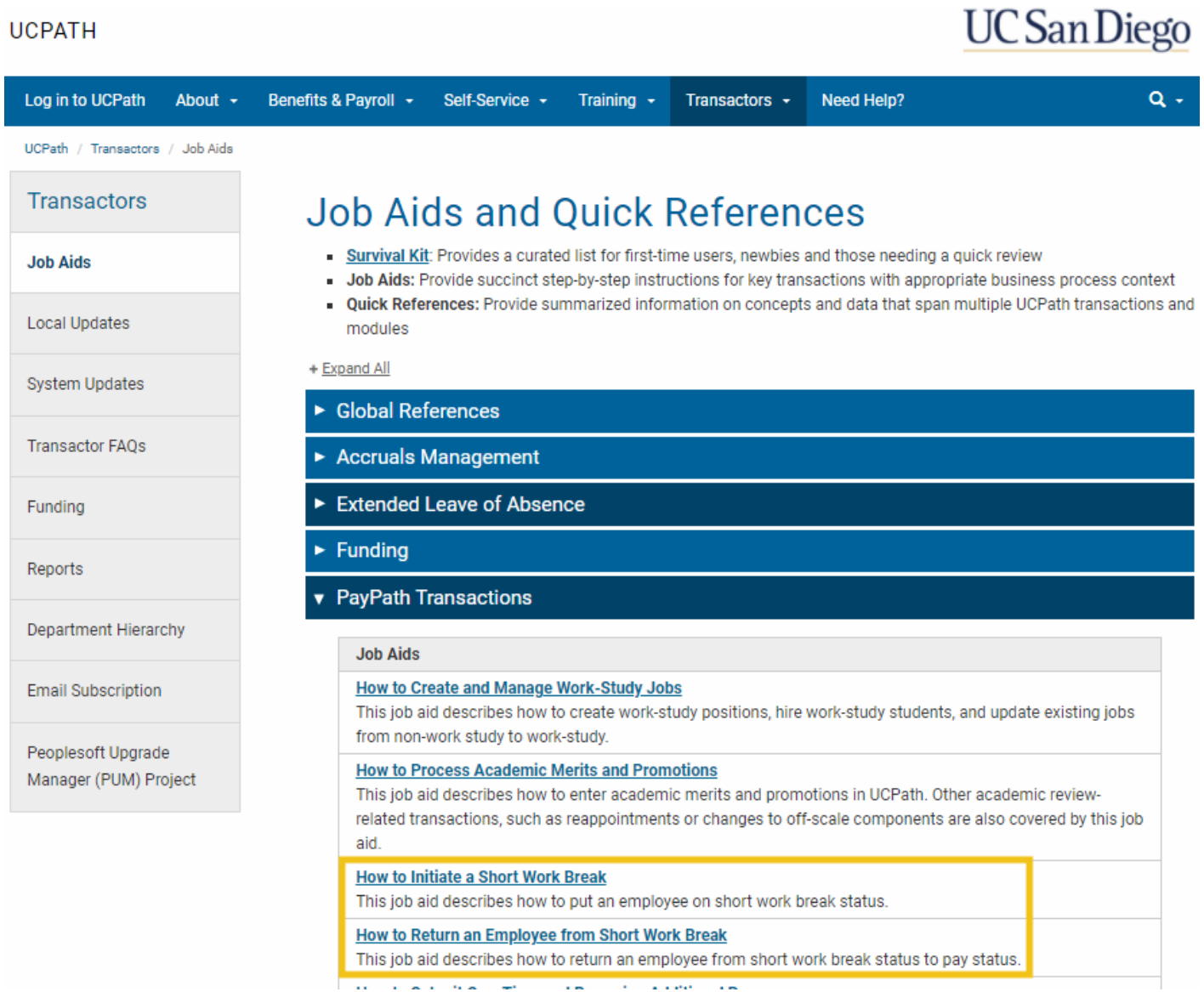
Resources

BUSINESS ANALYTICS HUB:
Short Work Break Monitoring Report

UCPath Transactor Help Site:
Job Aid: Short Work Break Matrix



Resources



UC San Diego Job Aids and Quick References:

- How to Initiate a Short Work Break
- How to Return an Employee from Short Work Break

BEST PRACTICES

Monitor Employees on SWB

- Short Work Break Monitoring Report
- Enter RWB to return employee or extend SWB

Communicate with Employees

- Provide employees Benefits Summary and Election form
- Confirm employees return from SWB

Return employee to Active Payroll Status

- Terminations/Auto Terms will not be processed for employees on SWB
- Final Pay cannot be processed for employees on SWB

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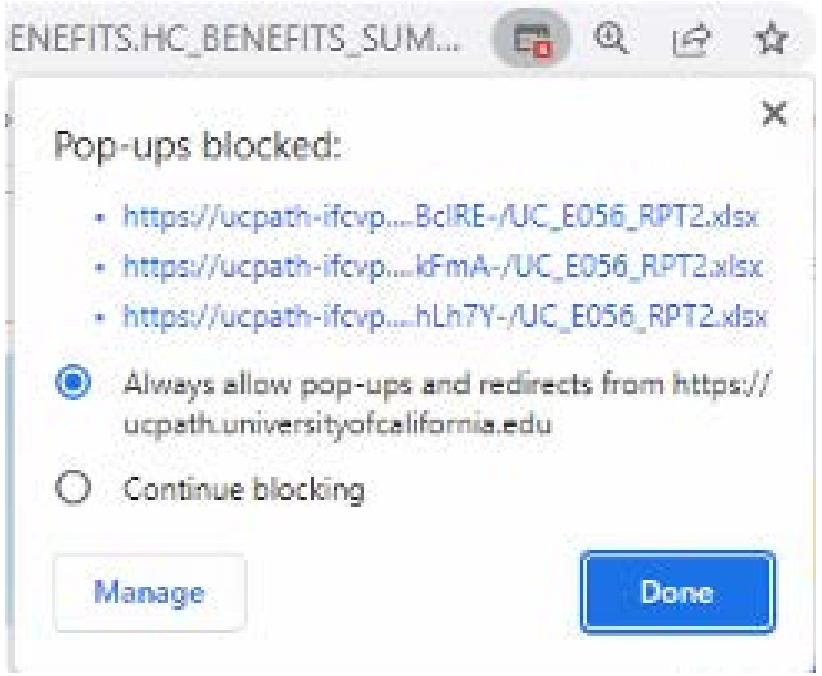
Notes

- Is it safe to assume that if an employee type is not listed in the matrix, that they are not eligible for an SWB? specifically, I am interested in the Medical Resident population where they may end one program on 6/30 and start another appointment on 7/7. **UCPC is working on updating the SWB Matrix,**
- What is the maximum duration of a swb again? **Should be 4 months but guidelines should be listed on the SWB Matrix by type of employee.**
- You mentioned the links were on the slide for us to reference, are you going to share this deck so we can use those links? **Yes they will be posted on the Review & Reinforcement Page**
- If there is one position for an employee with active pay and another on SWB, do you have to RWB the SWB position in this case? Want to terminate both**. Yes you will need to enter the RWB so the termination can be processed for that empl record.**
- I put someone on SWB effective 6/15/2021 to RWB effective 9/20/2021, but they didn't return. Can I term them effective 6/15/2021 since the last day worked was 6/14/2021? **You will use 6/14 as last day worked if that was the actual last day worked. As for the effective date of termination, it may depend on the employee and contracts so please contact the policy experts. https://ucpath.ucsd.edu/need-help/index.html - Contains information on local central offices and escalation contacts.**
- **Updates to the SWB process will be communicated out through the UCPath Biweekly Updates email.**

Notes

- How do I know if a popup was blocked?
- **You will see something on the top right of your browser window like this screenshot----------→**
- **May look different depending on the web browser you use. You can always update the popup settings through your browser settings. You can find step by step instructions by googling example: "How to enable popups on Chrome"**