

Topic Based Zoom:
Leave Transactions

10/12/22



Today's Topics



Leaves of Absence Overview



Request Extended Absence



Administer Extended Absence



Leave Approvals



Resources & Best Practices

Leaves of Absence Overview

- Key Terms
- Process Overview
- Primary Pages
- Accrual Cadence
- Payroll Calendar



Start Date	Date the employee’s leave begins = Effective Date of Leave in Job Data.
Expected Return Date	Date the employee is expected to return from leave.
Expected Job End Date	If job has an end date, the last day the employee is expected to work. Visible on Job Data.
Last Date Worked	The last date the employee physically worked before going on leave.
Actual Return Date	Date the employee returns to work from leave, absence request is edited with actual return date.
FMLA/CFRA/PDLL	The Federal and State statutes that protect an employee’s job while on leave. FMLA = Family Medical Leave Act; CFRA = California Family Rights Act; PDLL = Pregnancy Disability Leave Law.
Pay Period Dates for Academics	The quarter pay period dates associated with an academic leave.
Workflow Status	Identifies the current standing of the absence request related to the processing workflow.
Action/Action Reason Codes	Action Code defines “What” and Reason Code defines “Why”. For Extended Leaves of Absence these codes are entered by UCPC upon approval of leave.
SHC	Serious Health Condition.
Absence Management (AM)	A module in UCPath that Leave Initiators & Approvers use to plan and manage absence events (including extended leaves) and to calculate vacation and sick time.



Absence Takes	The number of units (hours) an employee takes in association with an absence.
Extended Absence (EA) Request	Transaction Request to place employee on a Paid/Unpaid Leave of Absence.
Leave with Pay	Leave in which the employee continues to get paid and maintains existing benefits. The employee's pay status will change to Paid Leave of Absence to ensure the employee continues to get paid and receive benefits accordingly.
Leave without Pay	Leave in which the employee does not continue to get paid and benefits are discontinued unless the employee elects to maintain benefits by paying applicable monthly premiums through the Direct Billing process. The employee's payroll status will change to Unpaid Leave of Absence to ensure the employee is no longer paid.
Intermittent Leave / Reduced Schedule	Paid or unpaid Leave for an intermittent date range or at a reduced work schedule. For example, an employee uses medical leave for physical therapy twice a month.
Return from Leave (RFL)	When employee physically returns to work after a Leave of Absence, the actual return date is entered on the EA Transaction and the Return from Leave (RFL) is added to Job Data changing payroll status to Active.
Leave Administrator	The role provisioning required to initiate and approve transactions in this training.
Pay for Family Care and Bonding (PFCB)	A pay option for a qualifying leave under the FMLA and/or CFRA

Leaves of Absence (LOA) Transaction | Process Overview

INITIATOR

1. Review Benefits Summary information with employee if the employee informs the Location of the leave of absence prior to the beginning of the leave. This is especially important for unpaid leaves of absence.
2. Enters and submits the extended leave of absence request in UCPATH; AWE automatically routes the absence request to the Approver.

APPROVER

1. Reviews the leave information. Approves or denies the request. Can also make edits as needed. If edits are made, be sure to enter a note describing the change and best practice is to ask another approver to approve.
2. When the request is approved, the request routes to the next Approver at UCPC WFA Production.

UCPATH CENTER (UCPC)

1. Reviews the leave information. Can approve, deny or push back.
2. If approved, UCPC WFA Production enters the leave info into the employee's **Job Data**.
3. After the leave is entered into **Job Data**, UCPC WFA Production adds a note in the absence request then approves it.
4. Once the absence request is approved, an automated email message is sent to the Location Approver.

If there are any issues with the request, UCPC WFA Production does not update the employee's **Job Data** and has the option to deny the request or push the request back to the previous Location Approver for edit.

- Leaves of Absence are applicable to all employee records (multiple jobs) unless otherwise indicated in the absence request
 - To exclude a job refer to Job Aid: [How to Use Job Override to Limit Jobs Put on Leave Status](#)
- A **new** Leave of Absence request must be initiated if the transaction is canceled by UCPC, denied, or when the leave type changes, for example:
 - Paid to Unpaid
 - FML to Non-FML
 - FML to Medical
 - PFCB pay option
 - Exception: You can update a Workers' Compensation Leave to Medical using the same absence request

Family and Medical Leave	Leaves of Absence Types
Qualifying medical leaves under any of the following statutes: <ul style="list-style-type: none">FMLA – Family and Medical Leave ActCFRA – California Family Rights ActPDLL – Pregnancy Disability Leave Law	<ul style="list-style-type: none">MedicalWorkers' CompensationSabbaticalMilitary LeavePersonalBereavementRehabilitation
<ul style="list-style-type: none">Leaves can be paid, unpaid or a combination; can be full time, reduced schedule or intermittent	

Extended Leave of Absence | Primary Pages



Transaction Pages

REQUEST EXTENDED ABSENCE

Used to enter a new Leave of Absence Request

ADMINISTER EXTENDED ABSENCE

Used to view request status, edit an existing Absence Request; including returning an employee from leave or cancelling an Absence Request

View-Only Pages

BENEFITS SUMMARY

Used to view current enrollments and benefit costs and to print Benefit Summary and Election forms

ADMIN – REVIEW ABSENCE BALANCES

Used to view the employee's absence balances

EXTENDED ABSENCE TRANS HISTORY

Used to review the history of a specific Leave of Absence request

Benefit Summary & Election Form

There are two forms you should provide to an employee when they inform you of the need for an **unpaid** Leave of Absence prior to the beginning of the leave:

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

The E-347 process runs at the start of each calendar month and updates the rates effective for that month. Note that, if an employee (EE) is going on leave effective 1/1/23, and the current date is 12/15/22, the new rates for 2023 will not appear until E-347 runs in January 2023.

NAVIGATION

- PeopleSoft Menu
- Benefits
- Review Employee Benefits
- **Benefits Summary**

Benefit Enrollment Summary | Benefit Deduction Summary

Stephanie Babbitt Employee ID 10020209 Benefit Record Number 0
Primary Empl Record 1

Benefits System Benefits Administration
Benefit Program NR Non Represented Monthly
Benefits Status Active

Print Summary and Election Form

Benefits As of 01/02/2019 Refresh Election Form Provided to EE:

Current Enrollments

Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin	Employee Monthly Cost	Total Monthly Cost
Medical	Elect	HBG	BLUE GOLD	Family (NA+NC)	01/01/2019		
Dental	Elect	DPPO	DENT PPO	Family (NA+NC)	01/01/2019		
Vision	Elect	VSP	VSP	Family (NA+NC)	01/01/2019		
Legal Insurance	Elect	ARAG	ARAG	Family (NA+NC)	01/01/2019		
Life	Terminate				07/01/2018		
Supplemental Life	Terminate				07/01/2018		

Click this button and give the forms to the employee if they request an unpaid Leave of Absence

Click this box after the forms are printed and provided to the employee.

The Benefits As of date must be a month prior in order to populate the summary page with costs.

Admin – Review Absence Balance Page

Use the **As of Date** field to select the pay period for which you want to review an absence balance.

Use the Review Absence Balance page to view an employee's current and past leave balances.

Admin - Review Absence Balance
As of Date: 05/31/2018

NAVIGATION

- PeopleSoft Menu
- UC Customizations
- UC Extensions
- Admin – Review Absence Balance

Current Balance Personalize | Find | First 1-3 of 3 Last

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max	Approaching Max
Service Months	300.00	0.00	1.00	0.00	301.00	0.00	0
Vacation	384.00	0.00	0.00	0.00	384.00	384.00	Y
Sick	1485.68	0.00	8.49	0.00	1494.17	0.00	0

Disclaimer : Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA balance, please contact your local leave administrator.

Accrual For Pay Period By Appointment Personalize | Find | First 1 of 1 Last

Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued
0	STAFF99	UCOP BUDGET OFFICE	FINANCIAL ANL MGR 2	FINANCIAL ANL MGR 2	184.00	Y	0.092308	0.000000	0.046154	8.492336

Disclaimer : A month of qualifying service is earned when you are on pay status for at least half the number of working hours in the month or the quadriweekly cycle

MONTHLY

- Monthly employees accrue on a monthly basis.
- For monthly employees the takes processed in the current pay cycle are from the previous calendar month and appear for the previous **As of Date** on the Admin- Review Absence Balances page

BIWEEKLY

- Biweekly employee balances are updated every pay period with takes.
- Bi-weekly employees accrue on a quadri-weekly basis.

Note: Accruals are updated in UCPATH on the dates listed under the **Leave Accrual Available on UCPATH (After 5PM)** column on the Payroll Processing Schedule

Payroll Processing Calendar | Impact for Leave Transactions



For Leave of Absence transactions to impact payroll, they must be submitted and approved locally no later than **3:00 pm** on the **Employee Data Change** deadline.

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location						UCPath Center							
		Begin	End		• Employee Data Change *** (3:00 PM) After 3:00 PM changes will not be processed for current pay cycle	Stop Processing PayPath & Position Mngt (5:00 PM)	Resume Processing (6:00 AM)	Campus		Med Center Only		Pay Confirm	DDODS Burst (4:30 AM)	Accrual Post Confirm	GL Post Confirm (Complete Summary Level Data)	GL Post Confirm (Complete Detail Labor Ledger Data)	Pay Statements on UCPath (8:00 AM)	Leave Accrual Available on UCPath (After 5:00 PM)
								• Inbound Files Due **** (2:30 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM) • E-703 Funding Upload	• Inbound Files Due **** (5:00 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM)							
M0	Fri 07-01-22	06-01-22	06-30-22	220630M0X	Fri 06-17-22 *	Thu 06-23-22	Tue 06-28-22	Wed 06-22-22	Thu 06-23-22	Wed 06-22-22	Thu 06-23-22	Mon 06-27-22	Tue 06-28-22	Fri 07-01-22	Wed 06-29-22	Wed 06-29-22	Wed 06-29-22	Fri 07-01-22
B1	Wed 07-06-22	06-12-22	06-25-22	220625B1X	Thu 06-23-22	Tue 06-28-22	Fri 07-01-22	Tue 06-28-22	Wed 06-29-22	Tue 06-28-22	Wed 06-29-22	Thu 06-30-22	Fri 07-01-22	Tue 07-05-22	Tue 07-05-22	Tue 07-05-22	Mon 07-04-22	Tue 07-05-22 *
B2	Wed 07-20-22	06-26-22	07-09-22	220709B2X	Thu 07-07-22	Tue 07-12-22	Fri 07-15-22	Tue 07-12-22	Wed 07-13-22	Tue 07-12-22	Wed 07-13-22	Thu 07-14-22	Fri 07-15-22	Mon 07-18-22	Mon 07-18-22	Mon 07-18-22	Mon 07-18-22	

**** Inbound Files - Description	
E-084: Manage Accruals	E-353: Batch Load One-Time Payments
E-330: Batch Load Additional Pay	I-171: Recurring General Deductions
I-160: Tuition Reimbursement	I-178: Parking Deductions Corrections
I-176: Parking Deductions	I-378: One Time General Deductions
I-181: Regular Time Entry	I-618: Flat Dollar Amount.
*** Employee Data Change	
• Mass Hire	• Union Enrollment
• HR template	• Retro Pay
	• Leave Transaction

Request Extended Absence

- Dates
- Leave Types
- FMLA/CFRA/PDLL
- Paid/Unpaid
- Last Day Worked
- FMLA/CFRA/PDLL Adjustment

The **Extended Absence Summary** section displays the history of leaves submitted for the employee.

The leave history can include up to two years of information.

Click each tab to view additional information.

NAVIGATION

- PeopleSoft Menu
- Global Payroll and Absence Management
- Payee Data
- Maintain Absences
- UC Customizations
- Request Extended Absence

Request Extended Absence

Empl ID 10010010 Lawson,Amer Ernesto UC Riverside Campus PROCUREMENT ANL 3 Exempt Benefit Summary Review Absence Balance

FMLA/CFRA Eligibility
Eligible for FMLA?: FMLA Override:
Eligible for CFRA?: CFRA Override:
Service Months: 38.00 Eligibility Hours: 1712.00
Note: Exempt employees may be eligible regardless of the reflected eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes
FMLA Balance: FULL CFRA Balance: FULL PDLL Balance: FULL
FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0
Note: Balances and Takes are as of 04/30/2018

Extended Absence Summary Personalize | Find | View All | [Grid Icon] | [Print Icon] First 1 of 1 Last
Extended Absence Details | JED Additional Earnings Codes | Workers' Compensation | Sabbatical | Pay Period Dates for AY Academics | Job Overrides | Attachments [PDF Icon]

Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status	Notes
1	197710	07/10/2018	07/13/2018	Medical Leave*	Employee's SHC-FMLA	Paid-Block	07/09/2018		Apprvl Prc	Notes

New Extended Absence Request Personalize | Find | View All | [Grid Icon] | [Print Icon] First 1 of 1 Last
Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments [PDF Icon]

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
1	<input type="text"/>	<input type="text"/>						Notes	Save	Submit

Use this section to initiate an **Extended Leave of Absence** request.

Click the View All link to display all leave history

Extended Absence Details Tab | Dates



Use the **New Extended Absence Request** section to enter an absence request.

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
08/27/2018	09/28/2018							Notes	Save	Submit

- **Start date:** Date the employee begins leave and **Effective Date** of the leave in **Job Data**
- **Expected Return Date:** Date the employee is expected to return to work
 - It is the department's responsibility to make sure this date is accurate and up-to-date.
 - Initiators should review the **Expected Job End Date** (in **Job Data** or **Workforce Job Summary** page) before submitting a leave to ensure the **Expected Return Date** is not beyond the **Expected Job End Date**
- **Actual Return Date:** Completed after the employee returns to work. (UC San Diego's best practice is to adjust the Expected Return Date to match the Actual Return Date).

Consecutive Absence Requests

The **Start Date** of the next leave = the **Expected Return Date** of the prior leave

Update the **Expected Return Date** and the **Actual Return Date** to match.

Last Day Worked is the same on each row.

Extended Absence Summary										Personalize	Find	View All		
Extended Absence Details		JED Additional Earnings Codes		Workers' Compensation		Sabbatical		Pay Period Dates for AY Academics		Job Overrides		Attachments		
Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PI Adjustment Ho						
1	1514	10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015						
2	151036	10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015						
3	151725	09/08/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015						

New Extended Absence Request										Personalize	Find			
Extended Absence Details		JED Additional Earnings Codes		Job Overrides		Attachments								
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CF Adjustment							
1	<input type="text"/>	<input type="text"/>	<input type="text"/>											

Only one **Actual Return Date**

Extended Absence Details Tab | Leave Type Options



Start Date and **Expected Return Date** fields are required, to view and select **Leave** types

New Extended Absence Request Personalize | Find | View All | First 1 of 1 Last

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
1 08/27/2018	09/28/2018		<div style="border: 1px solid orange; padding: 5px;"> <ul style="list-style-type: none"> 4806/4804.1 Salary Continuance Bargaining Release Time Bereavement Bone Marrow/Organ Donation* Childbearing Leave* Community Service Emergency Relief Leave Expired License/Certification Expired Work Authorization Family Illness/Injury* Investigatory Leave Jury Duty LT Family BX* LT Medical BX* Legal Proceedings Medical Leave* Military Leave Military Spouse/Dom Ptr Leave* Notice Leave Other Circumstances Parental Bonding* Parental Leave under APM/IX* Personal Leave PostDoc Parental Leave* Professional Development Rehabilitation* ST Family BX* ST Medical BX* Service to Government Agencies </div>					Notes	Save	Submit

The **Leave** options that appear are dependent on the **Eligibility Group** assigned to the employee. For example, academic employees have sabbatical options available.

Leave types that include an asterisk (*) may also require FMLA/CFRA/PDLL to be selected per federal or state law.

Review the **Extended Absence Request Leaves and Description Job Aid** on the UCPath Help Site for Transactional Users to read a description of each leave type in the list.

Extended Absence Details Tab | FMLA/CFRA/PDLL Leave Options

If applicable, select an option from the **FMLA/CFRA/PDLL Leave**, list

New Extended Absence Request Personalize | Find | View All | First 1 of 1 Last

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
08/27/2018	09/28/2018		Medical Leave*	<div style="border: 1px solid orange; padding: 5px;"> COVID19-EFMLA Employee's SHC-CFRA Employee's SHC-FMLA Employee's SHC-FMLA/CFRA Family SHC-CFRA Family SHC-FMLA Family SHC-FMLA/CFRA Military Caregiver-FMLA Parental Bonding-CFRA Parental Bonding-FMLA Parental Bonding-FMLA/CFRA Pregnancy Disability-FMLA/PDLL Pregnancy Disability-PDLL Qualifying Exigency - CFRA Qualifying Exigency-CFRA/ FMLA Qualifying Exigency-FMLA </div>				Notes	Save	Submit

The **FMLA/CFRA/PDLL** field is needed only when the leave is specific to FMLA, CFRA or PDLL. The **FMLA/CFRA/PDLL Leave** field can be entered in combination with the **Leave** field in the same absence request (single row).

For example, instead of two absence requests:

- 1st absence request indicating **Medical Leave** (No FMLA, CFRA, or PDLL indicated).
- 2nd absence request indicating **Employee's SHC-FMLA** (No Leave indicated).

Use one absence request:

- Use a single row to indicate **Medical Leave** and **Employee's SHC-FMLA**.

There are three options for the **Paid/Unpaid** field. When the leave changes from one paid status to another, a new absence request is required.

Paid/Unpaid Options	Description
Intermittent/Reduced Schedule	<p>Paid or unpaid for intermittent date range, e.g. employee uses medical leave for Physical Therapy, twice a month. This is reported through Time and Attendance. Leaves submitted with this option are not entered in Job Data.</p> <p>Note: Actual Return Date is required when going from Unpaid to Intermittent or PFCB to Intermittent</p>
Paid-Block	Paid Leave of Absence for specified date range.
Unpaid-Block	Unpaid leave of absence for the specified date range.

New Extended Absence Request Personalize | Find | View All | [Calendar Icon] | [Print Icon] | First 1 of 1 Last

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
1 08/27/2018 [Calendar Icon]	09/28/2018 [Calendar Icon]	[Calendar Icon]	Medical Leave*	Employee's SHC-FMLA	Paid-Block	[Calendar Icon]		Notes	Save	Submit

- The **Last Date Worked** field is required for all extended Leaves of Absence
- Enter the last date the employee was physically at work
- The date must be at least one day prior to the **Start Date**
- This field informs UCPC Benefits/Billing of the employee's last date at work and is used to complete the UC Statements to the Disability Vendor, if applicable

New Extended Absence Request Personalize | Find | View All | First 1 of 1 Last

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
1 08/27/2018	09/28/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	08/26/2018		Notes	Save	Submit

Unpaid Leave of Absence **CAN** Use Adjustment Hours

- **FMLA/CFRA/PDLL Adjustment Hours** field is used for employees with alternate schedules only*
- Enter **FMLA/CFRA/PDLL usage hours** for the entire leave period

NOTE: If manual hours are provided, UCPATH does not automatically calculate FMLA/CFRA/PDLL hours and deduct from balance; use Manage Accruals.

Paid Leave of Absence **CANNOT** Use Adjustment Hours

- **FMLA/CFRA/PDLL** hours should be sent through UC San Diego Time and Attendance systems

*UCPath automatically calculates **FMLA/CFRA/PDLL** hours used based on an 8-hour day, Monday-Friday schedule, prorated based on FTE.

Administer Extended Absence | Workers' Comp (WC) Tab



Administer Extended Absence Personalize | Find | View All | 1 of 1 | First | Last

Extended Absence Details | JED Additional Earnings Codes | **Workers' Compensation** | Job Overrides | Attachments

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	REG Percent	ESL Percent	WCS Percent	WCN Percent	WCP Percent*	WCR Percent	Contingency Fund Flag
1 09/10/2018	09/28/2018		Workers' Comp ESL*	Employee's SHC-FMLA	Paid-Block		80		20	--		<input type="checkbox"/>

The **Workers' Compensation** tab displays if a workers' compensation **Leave** type is selected. The sum of the percent fields must equal 100%. Once approved, the WC percent values are captured in the JED section of Job Data.

REG Percent	Enter regular pay percent, if distributed. For partial workers' comp leave, enter % of time during leave the employee is still working.
ESL Percent	Enter the percent that is paid under Extended Sick Leave (ESL). This should not exceed a total of 80%. To equal 100%, enter the balance of 20% under WCN.
WCS Percent	Only Safety Members (e.g. Police/Firefighters) may be eligible to stay on UCpay but do not pay taxes. Locations enter the appropriate JED distribution for the percent of the leave that is paid under WCS. This must be used in conjunction with a Salary Continuance Safety Leave.
WCN Percent	Locations provide the percent of the leave that is unpaid . This percent will be entered on JED by UCPC.
WCP Percent	Locations enter the percent of the leave that is paid by Workers Comp .
WCR Percent	Used only by UCPC.
Contingency Fund Flag	Select the check box to inform UCPC to place the employee on the Health Contingency Fund. DO NOT CHECK . UC San Diego Campus does not use this flag.

New Extended Absence Request Personalize | Find | View All | First 1 of 1 Last

Extended Absence Details JED Additional Earnings Codes Job Overrides Attachments

*Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
1 08/27/2018	09/28/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	08/26/2018		Notes	Save	Submit

- The **Notes** button is only available on the **Extended Absence Details** tab
- Notes are required for any **requested or edited** Leave of Absence Request
- **Notes** provide Leave Initiators, Approvers and UCPC, history of the **Leave of Absence Request**
- UCPC relies on notes for guidance in processing the absence request in employee's **Job Data**

Request History Personalize |

Status	Name	Date	Comments
--------	------	------	----------

Requester Notes

Example: Employee on [Paid or Unpaid or Intermittent/Reduced Schedule] [Leave Type] LOA for [enter reason] from [start date] with an expected return date of [expected return date].

OK Cancel

Extended Absence Details Tab | Add and Delete Rows



New Extended Absence Request Personalize | Find | View All | [Grid Icon] [Calendar Icon] First 1 of 1 Last

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments [More Icon]

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit	
1 08/27/2018 [Calendar Icon]	09/28/2018 [Calendar Icon]	[Calendar Icon]	Medical Leave* [Dropdown]	Employee's SHC-FMLA [Dropdown]	Paid-Block [Dropdown]	08/26/2018 [Calendar Icon]	[Text Box]	Notes	Save	Submit	[-] [+]

- The add/delete row buttons are only available on the **Extended Absence Details** tab
- Click the **[+]** button to insert a new absence request row; use to enter concurrent or consecutive leaves for the employee
- Click the **[-]** button to remove an absence request row

New Extended Absence Request Personalize | Find | View All | [Print] | [Calendar] First 1 of 1 Last

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
1 08/27/2018 [Calendar]	09/28/2018 [Calendar]	[Calendar]	Medical Leave*	Employee's SHC-FMLA	Paid-Block	08/26/2018 [Calendar]		Notes	Save	Submit

Transactions can be **Saved** or **Submitted for Approval**

- Ensure all appropriate documents or approvals outside of UCPath have been attained prior to submitting an absence request in UCPath
 - **Save:** The LOA request is saved, but not yet routed for approval; use if still waiting on required documents or local pre-UCPath approvals; Saved requests are accessed on the **Request Extended Absence** page
 - **Submit:** The LOA request is routed for approval via AWE; once submitted you can only view transaction from the Transaction History page or on the Administer Extended Absence page

Administer Extended Absences

- Administer Extended Absence Page
- Workflow Statuses
- When to Create vs Edit
- Returning from Leave
- Cancelling a Leave Request

Administer Extended Absence



Administer Extended Absence														Personalize Find View 100 First 1-50 of 635 Last																													
Extended Absence Details														JED Additional Earnings Codes					Workers' Compensation					Sabbatical					Pay Period Dates for AY Academics					Job Overrides					Attachments				
Transaction Number	Empl ID	Name	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workflow Status	Date Submitted	Notes	Edit	Approve	PushBack	Deny	Cancel																									
1	197707	10001038	Tannaz Allen	07/27/2018	08/10/2018		Workers' Comp ESL*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Approved	07/23/18	Notes	Edit	Approve	PushBack	Deny	Cancel																								
2	197706	10001038	Tannaz Allen	07/16/2018	07/27/2018		Workers' Comp*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Approved	07/23/18	Notes	Edit	Approve	PushBack	Deny	Cancel																								
3	197709	10001031	Cheryl Perry	07/12/2018	08/31/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Approved	07/23/18	Notes	Edit	Approve	PushBack	Deny	Cancel																								

- This page displays the leave data and the transaction status once the EA transaction has been submitted
- Actions available on this page: Edit, Approve, Cancel
- The **Workflow Status** identifies where the absence request is within AWE.
 - With Initiator: Saved, Approved or Cancelled
 - With first Approver (Local): Submitted or Sub Cancel
 - With second Approver (UCPC): Appvl Prc or App Cancel
- The page also displays the **Action** and **Action Reason** fields: These codes are reviewed and manually entered into the employee's Job Data records by UCPC WFA Production. All impacted Job Data records (within a Business Unit or related Business Unit) are updated for the employee unless otherwise indicated in the leave of absence request.

Workflow Status	Description
Saved	Saved for later processing by Leave Initiator but not submitted for approval.
Submitted	Submitted by Leave Initiator and awaiting first Location Approver processing. First Approver can edit and approve in this status.
Apprvl Prc	If Location has one Approver: Approved by Location Approver and awaiting WFA Production Approver processing. If Location has two Approvers: Approved by first Location Approver and awaiting second Location Approver processing.
Approved	Processed and approved by UCPC WFA Production. The Leave Initiator can edit or cancel leaves in this status.
Sub Cancel	Cancel submitted by Leave Initiator and awaiting first Approver processing.
App Cancel	If Location has one Approver: Cancel approved by Location Approver and awaiting WFA Production Approver processing. If Location has two Approvers: Cancel approved by first Location Approver and awaiting second Location Approver processing.
Cancelled	Cancel processed and approved by UCPC WFA Production.
PushBack	Pushed back from Approver 2 or 3 to previous Approver.
Denied	Denied by any Approver.

EDIT

- The employee must extend or shorten their existing leave (no change in leave type)
- The leave must be changed from Workers' Compensation to Medical
- The leave must be cancelled
- The employee returns from leave

NEW

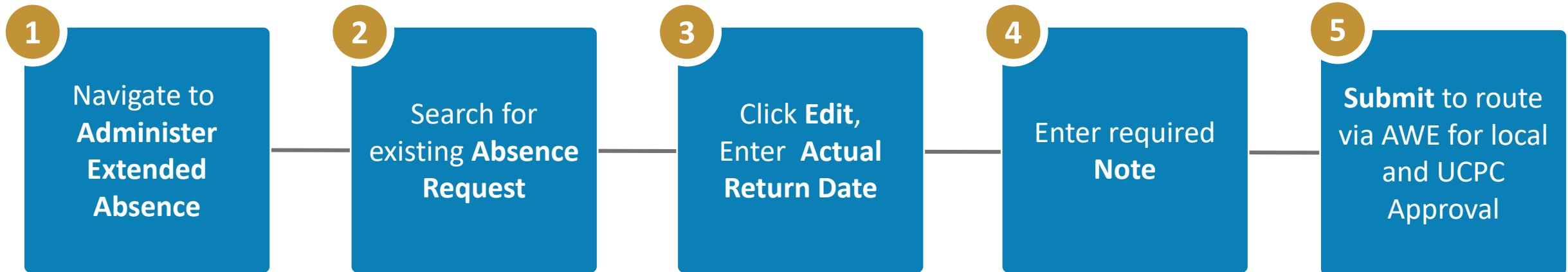
- The employee must change from one leave type to another leave type
- The employee must change from Paid to Unpaid leave or from Unpaid to Paid leave

When entering a new absence request in these situations, ensure the **Start Date** of the new absence request matches the **Expected Return Date** of the existing absence request.

You must submit an Edit to your absence request to return an employee from leave. It does not happen automatically.

If you do not return an employee from their leave, UCPC will not update that job data. For unpaid leaves, this means if you don't return the employee, they do not get paid.

Note: An Actual Return Date is required when going from Unpaid to Intermittent and PFCB to Intermittent



Review the **Return from Leave of Absence** UPK on the [UCPath Help Site for Transactional Users](#)

Timing Considerations

- Employees returning from an unpaid leave cannot complete time entry until the return from leave transaction is fully processed
- If an employee is returned (and Job Data is updated) after the close of the pay period in the Time & Attendance system, the department must submit an off-cycle pay request for the time the employee was unable to enter.
- Transactors can check the Date Created field on the Work Location tab on the Job Data inquiry page to see when the record was updated to Active Payroll Status and determine if the update occurred prior to the close of the pay period in the Time & Attendance system.

UCPath Center will assume responsibility for all payment coordination events needed for an employee who is on Workers' Compensation Leave with Pay.

There is no need for Location to submit time for an employee on leave unless he/she falls under the following categories:

3-DAY WAITING PERIOD

In the beginning of Workers' Compensation leave, typically, the employee will have to use his/her own time to cover the period determined as the "waiting period" (the first 3 days). This time will come to the UCPath Center via Time and Attendance (I-181).

TIME WORKED

When an employee is on Intermittent Leave, time worked will come to the UCPath Center via Time and Attendance (I-181). It is essential for Location to submit hours worked so that the UCPath Center can determine hours to be calculated for Supplemental Pay.

WAITING TO BE ACCEPTED

There may be a period during which an employee will have to wait for the claim decision from Sedgwick. If the Location decides to allow the employee to use his/her leave balances until the claim is accepted, those hours will be submitted through local T&A. Once the claim is accepted, the UCPath Center will credit back any leave balances due to the employee and process any adjustments needed.

Note: Timekeepers should clear any prepopulated schedules in T&A to prevent overpayment

Cancel a Leave of Absence Request

The method used is dependent on the status of the approval process

METHOD 1 | APPROVED

Cancel from the Administer
Extended Absence Request page

Use when Absence Request has
been **approved** by UCPC and
entered into **Job Data**

NOTE: Indicate any accrual hours or FMLA related
balances that need adjustment in the notes. UCPC will
use this information to ensure appropriate
adjustments are made in UCPath.

METHOD 2 | APPROVE PRC

Submit a ticket to UCPC to request
they Deny the transaction

Use when the request is in AWE at
UCPC, but has not been **approved**
or entered in **Job Data**

UCPC Communication With Leave Transactors

UCPC may create a case to ask a question about a leave transaction that is in progress

UCPC may create a case to ask a question about a leave you have not entered yet (if the employee has indicated through a vendor they will be going out on leave)

Leave Approvals

- Critical Fields
- From the UPK
- What Not To Approve



Closely review dates to make sure they are not overlapping leave types on a particular date or dates



Review **Notes** to ensure they include appropriate detail



If you Deny a leave of absence transaction, including an edit, the initiator must submit a new absence request

Navigation: Favorites ▾ Main Menu ▾ > Payroll & Absence Mgmt ▾ > Payee Data ▾ > Maintain Absences ▾ > UC Customizations ▾ > Administer Extended Absence

Home | Worklist | Add to Favorites | Sign Out

ORACLE

New Window | Help | Personalize Page |

Initiator

Business Unit

FMLA/CFRA/PDLL Leave

Last Name

Through Date

See It!

Use the **Approve** button to display and approve the extended absence request. (The absence request is not approved by clicking this **Approve** button. A separate **Approve** button is used within the extended absence request details page.)

Same is true for the Deny button

Workers' Compensation | Sabbatical | Pay Period Dates for AY Academics

Actual Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workflow Status	Notes	Edit	Approve	PushBack	Deny	Cancel
018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Apprvl Prc	Notes	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>	<input type="button" value="PushBack"/>	<input type="button" value="Deny"/>	<input type="button" value="Cancel"/>

[Favorites](#) | [Main Menu](#) | [Payroll & Absence Mgmt](#) > [Payee Data](#) > [Maintain Absences](#) > [UC Customizations](#) > [Administer Extended Absence](#)

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ORACLE

[Initiator](#)
[Business Unit](#)
[FMLA/CFRA/PDLL Leave](#)
[Last Name](#)
[Through Date](#)

See It!

Use the **Deny** button to deny the extended absence request. If the request is denied it is no longer available for update. (The absence request is not denied by clicking this **Deny** button. A separate **Deny** button is used within the extended absence request details page.)

[Workers' Compensation](#) | [Sabbatical](#) | [Pay Period Dates for AY Academics](#) | [Job Overrides](#) | [Attachments](#)

Requested Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Absence Reason	Action	Action Reason	Workflow Status	Notes	Edit	Approve	PushBack	Deny	Cancel
018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	PLA	MED	Apprvl Prc	Notes	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>	<input type="button" value="PushBack"/>	<input type="button" value="Deny"/>	<input type="button" value="Cancel"/>

1 of 1

Resource Review

- Local Resources
- UCPath Center Resources
- Where to go for Leave Policy Guidance

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

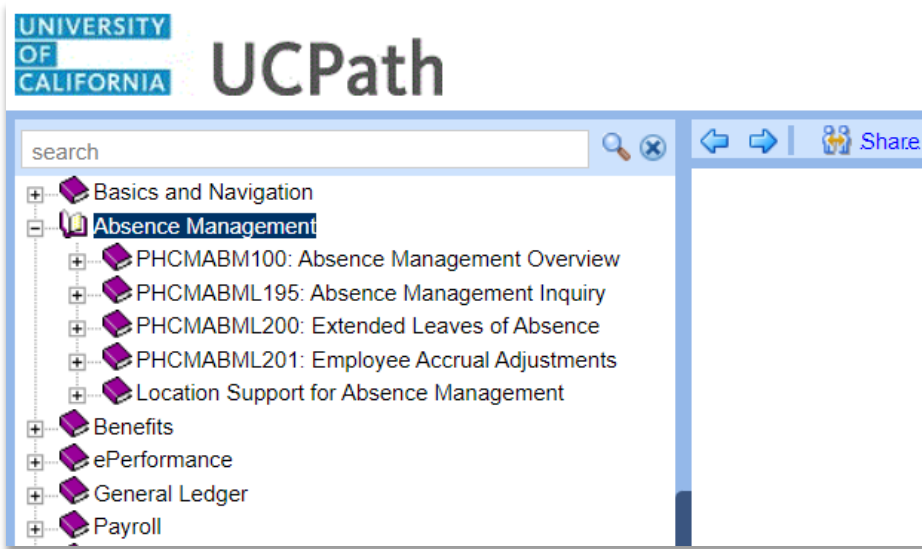
Report provides Benefits Administration (Ben Admin) Eligibility Configuration Fields as they appear on the Job Data --> Benefits Program Participation page 1 for each position. It is *not* advised to run ...

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

Where to go for Leave Policy Guidance

For Leave Policy Guidance for Campus employees contact Employee Relations:

<https://blink.ucsd.edu/sponsor/hr/divisions-units/strategy-policy/emp-relations/index.html>

For Academic Leave Policy Guidance contact Academic Personnel Services:

<https://aps.ucsd.edu/about/meet-our-staff.html>

The following areas are managed by HR LOA:

- VC Resource Management and Planning
- VC Advancement
- Information Technology Services
- Central HR
- Ship Operations and Marine Technical Support (Nimitz)



Review approved LOA paperwork as well as eligibility before entering LOA request in UCPATH

- Complete all documents and approvals required outside of UCPATH system before entering in UCPATH
- For policy guidance contact the appropriate central team
- Review Absence Balance, Benefits and Expected Job End Date in UCPATH



Remember the Dates

- LDW should be at least a day before the start of leave
- LDW should be the same on all continuous leaves, if the employee has not returned
- No gaps on the leave dates between continuous leaves
- Enter Actual Return Date if employee has returned (Expected Return Date should match Actual Return Date)



Understand when a new leave request is required

- When a leave changes from one paid status to another, a new absence request is required
- A new Leave of Absence request must be initiated if the transaction is canceled by UCPC, denied, or when the leave type changes
 - Workers Comp to Medical is the only exception



Monitor your leaves

- As soon as you know an employee is not returning from a leave on the Expected Return Date entered in the system, update the Expected Return Date to reflect the new date
- When an employee returns from a leave an Actual Return Date must be entered
- Actual Return Date is what triggers a pay status update



Sabbatical Leaves

- Refer to the Job Aid: How to Request Sabbatical Leaves
- Sabbatical Leaves are the only leave type where Actual Return Date is entered at the time the Leave Request is initiated
- Remember to enter Sabbatical Credits used on the Leave transaction; there is no error message if not entered



Be aware of the deadline

- For Leave of Absence transactions to impact payroll, they must be submitted and approved locally no later than 3:00 pm on the Employee Data Change deadline

The logo features the letters 'UC' in white on a yellow 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. The top-right corner of the frame is open, with a blue trident symbol extending upwards and outwards.

UC

Path

UC San Diego

UC San Diego

Health Sciences



- May I ask why does UCSD not use Contingency Fund Flag on WC leave? Will UCPATH be the one who check the Contingency Fund Flag then? How would UCPATH know when to check the Contingency Fund Flag? **Transactors are not to check the box. We do use the Contingency Fund Flag. The Workers Comp SME on Campus is the one who checks the box when it is needed.**
- What does JED and SHC stand for? **JED: Job Earnings Distributions and SHC: Serious Health Conditions**
- What is best practice for Unpaid leaves that end mid-pay period to ensure they are paid for the dates they return? We aren't supposed to mark them as returned until they actually return, but this commonly isn't then processed until after payroll and they aren't paid. Should we just move them to "paid leave" and report No Pay through time & attendance? **Do not put in a paid leave if they are not switching to paid leave. If there is missed pay due to the timing of the return from leave, you can submit an off cycle pay request for the missed pay.**
- I submitted an inquiry to UCPC on employee's behalf and they referred me to location LOA administrator so I submitted SNOW CS1066938 - this is still pending in SNOW because it requires dedicated research for specific employee case - can we find out status please as I just received another status request from employee. **Will reach out to case owner to provide you an update**
- If the FMLA date is after and we need to make a correct to the return date, can you show us how to shorten the end date? **You can edit a leave as long as the leave type will stay the same. For example**
- **An Actual Return Date is required when going from Unpaid to Intermittent and PFCB to Intermittent**