Topic Based Zoom:
Entering PFCB and Correcting Pay for Retroactive PFCB
10/26/22
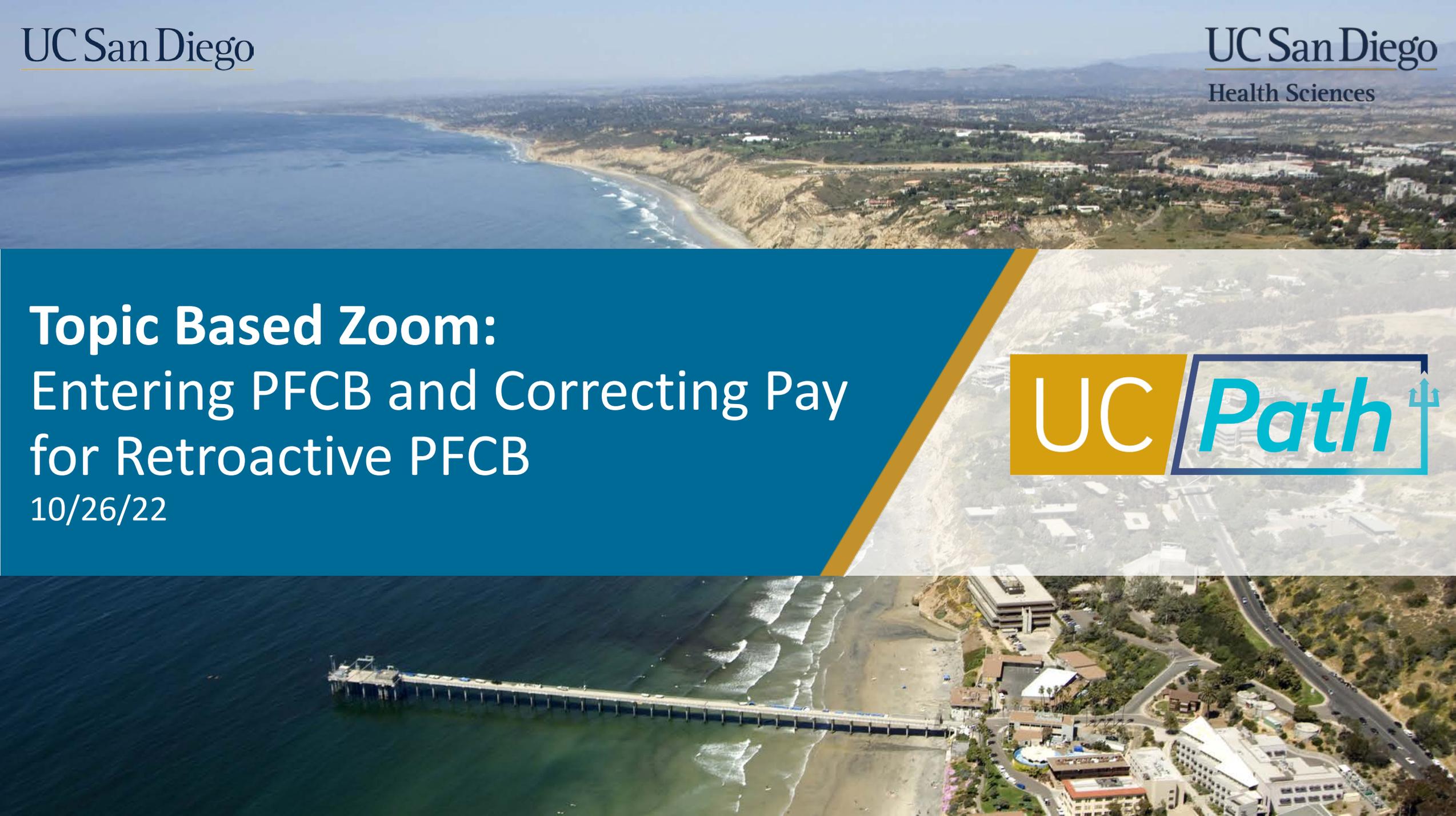
Today's Topics

Pay for Family Care and Bonding (PFCB) Overview

Entering PFCB

Retroactive PFCB Pay Corrections

Resources & Best Practices

Review Key Terms

Acronym	Definition
PFCB	Pay for Family Care and Bonding
FMLA	Family and Medical Leave Act
FML	Family and Medical Leave under FMLA, CFRA, PDLL, or a combination thereof
CFRA	California Family Rights Act
PDLL	Pregnancy Disability Leave Law
PFL	Paid Family Leave
U18	Unit 18

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)

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UC Path

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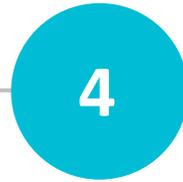
- Leave Transactions must be entered and locally approved by the Employee Data Change deadline
- Pay Confirm double check transaction was processed correctly

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PFCB | Important Notes About Usage

- PFCB cannot be used during Supplemental Family and Medical Leave, which is only available to Policy Covered employees.

- PFCB is not available when an FML leave is taken on reduced schedule basis.

- If an employee's qualifying Family and Medical Leave ends before an employee has used the full eight workweeks of PFCB, the remaining PFCB is available to use during a qualifying Family and Medical Leave block leave later in the calendar year.

- If an employee elects to use PFCB for an approved qualifying Family and Medical Leave block leave, they must continue to use PFCB until they either exhaust their full eight workweeks of PFCB for the calendar year, or that qualifying Family and Medical Leave block leave ends.

- If an employee starts out by using paid leave accruals (vacation, sick, PTO, CTO), for an approved qualifying Family and Medical Leave they can change to PFCB at any point during the leave so long as they comply with all requirements for PFCB.

- Employees on ERIT will receive 70% of pre ERIT eligible earnings, meaning they would go off ERIT if opting for PFCB and when employee returns from leave, they go back on ERIT.

- PFCB cannot be used retroactively for any Family and Medical Leave prior to July 1, 2021, but PFCB may be used for a qualifying Family and Medical Leave in progress on or after July 1, 2021.

- For an employee holding an appointment with a definite end date, Family and Medical Leave may not be approved beyond the end date of the appointment; therefore, the PFCB option is not available beyond the end date of that appointment.

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

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PFCB | Notes About Pay

- PFCB is paid at 70% of employee's eligible earnings.

- PFCB is considered taxable wages.

- An employee's normal deductions will be taken from PFCB.
    - Health and welfare benefits deductions will be taken from PFCB in accordance with the employee's benefit elections. Receiving PFCB does not, in itself, affect benefits status or eligibility. However, benefits regulations affecting return to pay status after a leave without pay will apply if an employee returns to pay status by receiving PFCB.

- If PFCB falls on a UC holiday, it is paid at 70% of eligible earnings.

- Employees cannot "top off" PFCB with accrued leave or other available pay options in order to receive 100% of salary.
    - For example, when an employee is receiving PFCB, the employee cannot use paid leave accruals (vacation, sick leave, PTO, CTO) or any other type of paid leave at the same time.

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

PFCB | Notes About Accruals

- PFCB Absence management accruals will be calculated at 70% they would have earned in their regular and normal appointment.

- For Academic Appointees Covered by APM:
  - Because an appointee is paid 70 percent of eligible earnings when receiving PFCB, sick accruals (see APM - 710-18), and vacation accruals (see APM - 730-20-f) are calculated as if the appointee is on pay status for 70 percent of their normal work effort.
  - For accrual of sabbatical leave credit during PFCB, see APM 715-42.

- For policy-covered staff employees:
  - Per Section III.B.2 of the Absence from Work policy, an employee accrues vacation leave based on type of appointment, years of qualifying service, and hours on pay status.
  - Per Section III.C.2 of the Absence from Work policy, an employee accrues sick leave based on hours on pay status. A full-time career employee on an approved leave without pay accrues full sick leave credits for the month or quadriweekly cycle if the employee is on pay status at least one-half the working hours of the month or quadriweekly cycle.

- UCRP members and UC Defined Contribution Plan Savings Choice participants using PFCB will receive 70% of the Retirement Service Credit they would have earned in their regular and normal appointment or normal work effort for APM-covered academic appointees.

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

Salaried Employees:

PFL should be used for the PFCB portion

- This code calculates at 70% EE eligible earnings

LPJ should be used for the Leave No Pay JED portion

- This code calculates at 30% EE eligible earnings

Hourly Employees:

PFN should be used for the PFCB hours

- This code calculates at 70% EE eligible earnings, 5.6 hours of 8 work hours for 100% FTE

LPN should be used for the remainder of the employee's work day

- This code calculates at 30%, or 2.4 hours out of 8 hours for 100% FTE

PFCB | FMLA/CFRA/PDLL Leave Types Drop Down

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- Family Care- CFRA-PFCB
- Family Care- FMLA-PFCB
- Family Care-FMLA/CFRA-PFCB
- Military Caregiver-FMLA-PFCB
- Parental Bonding-CFRA-PFCB
- Parental Bonding-FMLA-PFCB
- Parental Bonding-FMLA/CFRA-PFCB
- Qualifying Exi-FMLA-PFCB
- Qualifying Exi-CFRA-PFCB
- Qualifying\ Exi-CFRA/FMLA-PFCB

New Unit 18 PFCB

- U18 PFCB Family Care- CFRA
- U18 PFCB Family Care- FMLA
- U18 PFCB Family Care-FMLA/CFRA
- U18 PFCB Parent Bond- CFRA
- U18 PFCB Parent Bond- FMLA
- U18 PFCB Parental Bonding-FMLA/CFRA
- U18 PFCB Mil Caregiver-FMLA
- U18 PFCB Qualifying Exi-CFRA
- U18 PFCB Qualifying Exi-FMLA
- U18 PFCB Qualify Exi-FMLA/CFRA
- U18 PFCB Qual. Pers. Leave

FMLA/CFRA/PDLL Leave

- Employee's SHC-FMLA/CFRA
- Family Care- CFRA-PFCB
- Family Care- FMLA-PFCB
- Family Care-FMLA/CFRA-PFCB
- Family SHC-CFRA
- Family SHC-FMLA
- Family SHC–FMLA/CFRA
- Military Caregiver-FMLA
- Military Caregiver-FMLA-PFCB
- Parental Bond-FMLA/CFRA-PFCB
- Parental Bonding-CFRA
- Parental Bonding-CFRA-PFCB
- Parental Bonding-FMLA
- Parental Bonding-FMLA-PFCB
- Parental Bonding-FMLA/CFRA
- Pregnancy Disability-FMLA/PDLL
- Pregnancy Disability-PDLL
- Qualifying Exi-CFRA-PFCB
- Qualifying Exi-FMLA-PFCB
- Qualifying Exi-FMLA/CFRA-PFCB

Note: PDLL leave is not eligible for PFCB

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Entering PFCB

UC Path

Navigation: Workforce Administration > Absence Administration Tile > Extended Absence Folder > **Request Extended Absence**
(**NavBar**: Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Request Extended Absence**)

Administer Extended Absence | Workflow Status

Navigation: Workforce Administration > Absence Administration Tile > Extended Absence Folder > **Administer Extended Absence** (**NavBar**: Navigator > Global Payroll and Absence Management > Payee Data > Maintain Absences > UC Customizations > **Administer Extended Absence**)

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.

PFCB | Payroll Processing Calendar Deadlines

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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. (Note: For PFCB monthly exempt employees the transaction should be approved by the Inbound file submission deadline)

Pay Cycle	Check Date	Pay Period Dates Begin	Pay Period Dates End	Run ID Schedule	• 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 • Inbound Files Due **** (2:30 PM) • Msg Error Log Distribution (11:00 PM)	Campus • Location Corrections To Msg Error Log (2:00 PM) • E-703 Funding Upload	Med Center Only • Inbound Files Due **** (5:00 PM) • Msg Error Log Distribution (11:00 PM)	Med Center Only • Location Corrections To Msg Error Log (2:00 PM)	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)
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 Accurals	E-353: Batch Load One-Time Payments
E-330: Batch Load Additional Pay	I-171: Reocurring 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
- HR template
- Union Enrollment
- Leave Transaction
- Retro Pay

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BW paycheck

University of California
14350-1 Meridian Parkway
Riverside, CA 92518
855/982-7284

Business Unit:	UC Berkeley Campus
Pay Begin Date:	05/02/2021
Pay End Date:	05/15/2021
Advice #:	
Advice Date:	05/26/2021

Employee ID:		Department:	CQADM-SPH Administration
Location:	Li Ka Shing Ctr-F05
Job Title:	LAB AST 2
Pay Rate:	$20.090000 Hourly

TAX DATA:

	Federal	CA State
Tax Status:	Single	Single
Allowances:	0	0
Addl. Allowances:	N/A	
Addl. Amount:		

HOURS AND EARNINGS

Description	Begin Date	End Date	Rate	Hours	Earnings	Hours (YTD)	Earnings (YTD)
Regular Pay	05/09/2021	05/15/2021	20.090000	40.00	803.60	784.00	15,750.56
Leave-No Pay Hourly	05/02/2021	05/08/2021	20.090000	12.00	241.10	12.00	241.10
Paid Family Care & B	05/02/2021	05/08/2021	20.090000	28.00	562.50	28.00	562.50
Consecutive Day Prem						58.00	582.64
Holiday-Regular Hour						56.00	1,125.04
Overtime Pay-Premium						130.00	1,306.11
Overtime Pay-Straigh						130.00	2,611.70
TOTAL:				**80.00**	**1,366.10**	**1,198.00**	**21,938.55**

TAXES

Description	Current	YTD
Fed Withholdng	114.79	2,244.65
Fed MED/EE	18.78	307.83
Fed OASDI/EE	80.30	1,316.25
CA Withholdng	22.10	641.83
TOTAL:	**235.97**	**4,510.56**

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MO paycheck

University of California
14350-1 Meridian Parkway
Riverside, CA 92518
855/982-7284

Business Unit:	UC Office of President
Pay Begin Date:	05/01/2021
Pay End Date:	05/31/2021
Advice #:	
Advice Date:	06/01/2021

TAX DATA:	Federal	CA State
Tax Status:	Single	Single
Allowances:	N/A	0
Addl. Allowances:	N/A	
Addl. Amount:		

Employee ID:	
Department:	830300-UCPATH CENTER
Location:	UCPath Center
Job Title:	PAYROLL SUPV 2
Pay Rate:	$7,149.00 Monthly

HOURS AND EARNINGS

Description	Begin Date	End Date	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings
Regular Pay	05/01/2021	05/31/2021			340.43	736.00	30,169.07
Leave No Pay JED	05/01/2021	05/31/2021			2,042.57	48.00	2,042.57
Paid Family Care & B	05/01/2021	05/31/2021			4,766.00	224.00	9,367.60
Salary Reduction Pro	05/01/2021	05/31/2021			-54.76		-273.80
Administrative Leave						8.00	328.69
Time Off Recorded-JP						8.00	328.69
Vacation Leave-Used						24.00	986.07
TOTAL:				0.00	5,051.67	1,048.00	40,577.63

TAXES

Description	Current	YTD
Fed Withholdng	417.26	2,078.60
Fed MED/EE	71.60	578.49
Fed OASDI/EE	306.16	2,473.53
CA Withholdng	173.58	884.72
TOTAL:	968.60	6,015.34

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Return From Leave

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

If you do not enter an Actual Return Date, UCPC will not update that job data. This means the employee will continue to get paid 70% PFCB.

Note: An Actual Return Date is also required when going from PFCB to an Intermittent Leave

1	2	3	4	5
Navigate to **Administer Extended Absence**	Search for existing **Absence Request**	Click **Edit**, Enter **Actual Return Date**	Enter required **Note**	**Submit** to route via AWE for local and UCPC Approval

Review the **Return from Leave of Absence** UPK on the UCPath Help Site for Transactional Users

⚠ 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 PFN/PFL 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

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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)

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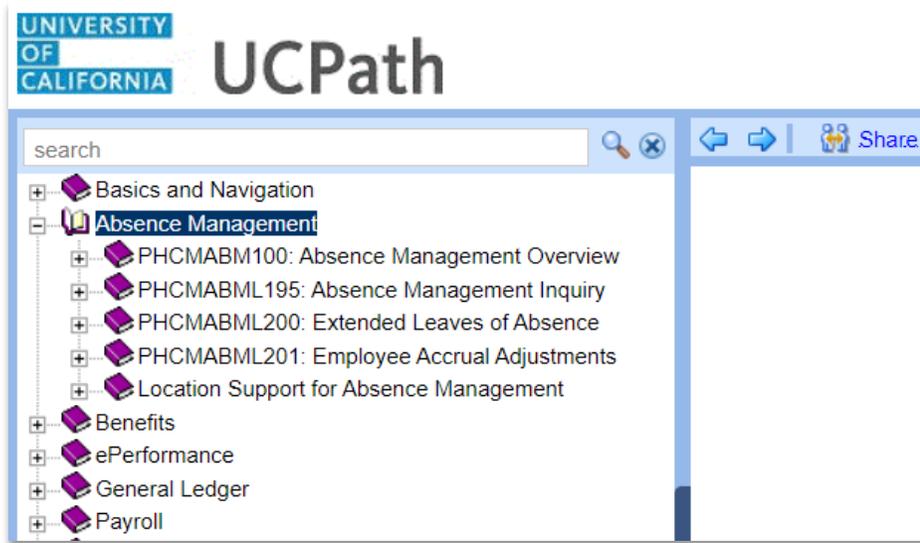
- **Job Aid: Pay for Family Care and Bonding (PFCB)**
- **Job Aid: Pay for Family Care and Bonding Unit 18 (PFCB)**

- 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

BEST PRACTICES

UCPath

Review approved LOA paperwork and 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

- PFCB pay option can only be used for a qualifying leave under the FMLA and/or CFRA

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)

Monitor your leaves

- Administer Extended Absence page to check the status of your transaction

- 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

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BEST PRACTICES

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

- For PFCB monthly exempt employees the transaction should be approved by the Inbound file submission deadline

Notes

- Do you know if the PFCP will increase from 70% to 100% by 1/1/23? **Formal communication will go out when it is ready to be announced.**

- **Clarification about Actual Return Dates: The Actual Return Date should be used when an Employee actually returns to work. Hence going from PFCB to Intermittent you would need to enter an Actual Return Date. Actual Return Date should not be used when employee is changing leave type unless they are returning to work, UCPC will reject transaction. Please Submit SNOW ticket if you notice UCPC is requiring an Actual Return Date when the employee has not actually returned to work.**
  - **Note: When moving from PFCB to another Leave Type check the Notes, UCPC will update the Notes to indicate they have removed 70% JED**

- **Recurring Additional: Please see note on Job Aids: [Pay for Family Care and Bonding (PFCB)](#) and [Pay for Family Care and Bonding Unit 18 (PFCB)](#)**
  - **Note: For employees with active recurring additional pay (such as stipends and certification pay, etc.), location transactors should stop additional pay prior to the employee going on leave.**
  - **Read the Academic employee section to see eligible earnings.**

- **When submitting E-078:**
  - **Enter PFL/PFN on Leaves Tab**
  - **Enter LPJ/LPN on Earnings Tab**