When & How To Use Manage Accruals
9/8/21
Today’s Topics

REVIEW | A Quick Look at Key Terms

CONCEPTS | When to use Manage Accruals

TRANSACTIONS | How to use Manage Accruals

RESOURCE REVIEW

BEST PRACTICES & Q&A
<table>
<thead>
<tr>
<th><strong>Absence Eligibility Group</strong></th>
<th>Determines employee’s eligibility for an entitlement program.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Classification</strong></td>
<td>Employee Classification is the UC Path equivalent of Appointment Type. Employee Classification is established when an employee is hired, rehired, or transferred into a job.</td>
</tr>
<tr>
<td><strong>Entitlement</strong></td>
<td>Total amount of accrued leave an employee is entitled to at a particular date.</td>
</tr>
<tr>
<td><strong>Takes</strong></td>
<td>Usage of entitlement (leave).</td>
</tr>
<tr>
<td><strong>Manage Accrual Actions</strong></td>
<td>The following Actions are available on the Manage Accrual page:</td>
</tr>
<tr>
<td></td>
<td><strong>Adjustment</strong>: Use to make a change to Location-owned balances such as compensatory time, catastrophic donation, sabbatical, postdoc PTO and postdoc sick.</td>
</tr>
<tr>
<td></td>
<td><strong>Hour</strong>: Use for non-leave (non-exception) related hour submission, such as REG for the prior pay period. Generally used to swap Sck/Vacation Leave</td>
</tr>
<tr>
<td></td>
<td><strong>Payout</strong>: Use for Comp Time &amp; PTO payouts</td>
</tr>
<tr>
<td></td>
<td><strong>Take</strong>: Use for exception submission and prior period adjustments.</td>
</tr>
<tr>
<td></td>
<td><strong>Other</strong>: Use to adjust hours related to CFRA/FMLA/PDLL and COVID-Admin Leave balances</td>
</tr>
</tbody>
</table>
Managing Accruals

The Manage Accruals page is used to capture hour-related transactions in UCPath that cannot be captured through time and attendance. This ensures employee's leave balances are reflected accurately and paid correctly.

- UCPath is the system of record for accrual balances
- UCPath automatically manages accruals based on a combination of job data and service credit
- Accruals adjust automatically for retroactive job data changes
- Accruals can be adjusted locally using Manage Accrual page or by upload of batch file to UCPC
Managing Accruals | Balances Tracked in UCPath

- Vacation Accruals
- Sick Accruals
- Holiday Pay and Regular Compensation Time
- Sabbatical/Leave in Lieu of Sabbatical
- Postdoc PTO and Sick
- Catastrophic Leave Hours (Donated, Received, Returned)
Usually, only UCPC can make Sick, Vacation, and PTO adjustments - these are considered **UCPC-owned balances**. Exceptions are: 

1. Postdoc PTO and Sick Leave which are considered - **Location-owned balances**
2. Adjustments for mistakes in Local Time & Attendance system - **Location responsibility**

**UCPATH CENTER**
- Corrects calculations performed in UCPath
  - Eligibility/Class Indicator
  - Leave Accrual Service Months
  - Accruals Calculation

**UC SAN DIEGO**
- If cannot be handled by Local Time & Attendance system:
  - Submits adjustments for Location owned balances
  - Enters payouts, takes, and hours adjustments

*Job Aid: Earn Code to Absence Mapping* available on the **UCPath Transactor Help Site**

*Job Aid: Accrual and Leave Accrual Service Credit Processing Guide for Locations* available on the **UCPath Transactor Help Site**
Accrual Adjustments | UCPath or Time & Attendance

- **Best practice** for accrual adjustments is to use the **Time & Attendance System**
- Correct or resolve accrual errors in same system in which errors occurred (usually Time & Attendance)
- If manual adjustment necessary, there are two methods for entering accrual adjustments in UCPath
  1. Manage Accrual Page (Central Offices and Dept HR Initiator)
  2. Upload manual I-181 Batch File (Central Office Only)
# Accrual Adjustments in UCPath

## DEPT HR INITIATOR

**Manage Accrual Page**

Enter an accrual action for one or more employees in the same department & same employee class:

- Donations to Catastrophic Leave bank
- Adjustments to Sabbatical balances
- Adjustments to hours related to CFRA/FMLA/PDLL & COVID-Admin Leave
- Required adjustments needed to correct mistakes submitted via Local Time & Attendance system

## CENTRAL OFFICE ONLY

**Upload Batch Files**

Attach and upload a template spreadsheet file to adjust accruals for a group of employees (batch upload):

- Upload I-181 File
- Transfer of Catastrophic Leave from bank to recipient
- Take of Catastrophic Leave on behalf of recipient

## UCPC

**HR Initiator Submits Case**

Use the *Accruals & Service Adjustment eForm* to request adjustments to UCPC-owned balances:

- Accruals or service credit were incorrect when converted to UCPath from legacy system
- State Agency Service Verification
- FY faculty additional comp vacation adjustment
- Workers’ Comp hours correction
- Accruals incorrectly calculated in UCPath
Sometimes, all of these actions are casually referred to as “adjustments.” Please be aware that an Adjustment action in Manage Accruals is a specific action. The following Actions are available on the Manage Accrual page:

1. **Adjustment**: Use to make a change to Location-owned balances such as compensatory time, catastrophic donation, sabbatical, postdoc PTO and postdoc sick.

2. **Other**: Use to adjust hours related to CFRA/FMLA/PDLL buckets.

3. **Take**: Use for exception submission; Takes generate pay, reduce the employee's accrual balance and appear on the employee's pay statement.

4. **Hour**: Use for non-leave (non-exception) related hour submission, such as REG for the prior pay period; Hours generate pay and appear on the pay statement.

   1. Note: The UPK on this topic indicates that Hour actions do not impact the employee's leave accrual balances, however, this is not correct. You can verify that the historic pay period accruals have been updated by reviewing the Pay Period Hours on the Admin – Review Absence Balances page.

5. **Payout**: Use to payout with the appropriate payout codes.
Accrual Adjustment Actions at UC San Diego

**ADJUSTMENT: CATASTROPHIC LEAVE**

Initiators will use Adjustment to manage Catastrophic Leave donations.
- Department Initiators will submit donations to the bank
- Central Offices will manage transactions from the bank to an individual employee

**ADJUSTMENT: SABBATICAL CREDIT**

Initiators will use Adjustment to manage Sabbatical Credit.
- UCPath automatically reduces sabbatical credits when an Extended Absence Request is approved
- May need to manually adjust sabbatical credits (e.g., employee on extended absence, but sabbatical credits did not adjust)

**OTHER: FMLA, CFRA, PDLL, COVID-Admin**

Initiators will use Other to manage FMLA, CFRA, PDLL & COVID-Admin balances.
- UCPath uses generic work hours and auto-calculations to manage these balances
- May need to manually adjust balances

**HOURS or TAKES or PAYOUT**

Initiators will use as follows:
- HOURS & TAKES - Postdoc PTO/SL & mistakes in submitted time and attendance files that cannot be corrected in that system
- PAYOUT - Postdoc PTO & Comp Time that cannot be adjusted in Time & Attendance system

NOTE: Refer to How to Enter Take and Hour Adjustments Job Aid

NOTE: Campus Ecotime allows entry of leaves associated with FMLA
FMLA, CFRA and PDLL Balance Adjustments

UCPath Balance Calculations Based On:

- A generic Monday - Friday schedule and the employee’s FTE to estimate hours per day to reduce eligible FMLA/CFRA/PDLL and COVID-Admin balances for applicable paid and unpaid leave of absences
- An auto-calculation that reduces the employee’s eligible FMLA/CFRA/PDLL balance when the employee is on an unpaid FMLA/CFRA/PDLL or COVID-Admin extended leave

Adjustments to UCPath Calculated Balances:

- FMLA/CFRA/PDLL & COVID-Admin balance adjustments can be made on the Manage Accrual page using the type Other to:
  - Correct incorrect balances due to the UCPath generic work schedule
  - Correct duplicate takes for FMLA/CFRA/PDLL & COVID-Admin hours

NOTE: FMLA/CFRA/PDLL & COVID-Admin balance adjustments cannot be submitted via I-181/E-084 files

Job Aid: Auto-Calc FMLA, CFRA and PDLL Takes available on the UCPath Transactor Help Site
1. Review employee eligibility and balances
2. Navigate to the Manage Accrual – Add a New Value page
3. Enter Set ID, department number and employee class, then click Add
4. Enter adjustment details for one or more employees
5. Save and Submit
Manage Accruals Page Lookup

NAVIGATION
- PeopleSoft Menu
- UC Customizations
- UC Extensions
- Manage Accruals
Multiple entries can be made in one transaction, provided employees are members of the same **Department** and the same **Employee Class**

- Adjustments can be for **current** and **prior** pay periods
- Transactions route for **Local approval** then **UCPC processing** via the Absence Management pay period processes
1. Enter Empl ID and Rcd #
2. Enter the historic or current Begin and End Date (future dates do not process until that date is processed in UCPath)
3. Select the appropriate Transaction Type and Earn Code
4. Enter Hours/Credits using negative/positive values as appropriate
5. Indicate if hours updated count toward FMLA, CFRA, or PDLL balances
6. Enter Comments (required)
7. Click Save then Submit

After you save the data, UCPath displays your user ID, the request date and time, and any comments you entered. UCPath also assigns the transaction a unique ID (at the top of the page).
### Manage Accruals Page | Hours/Credits Field

<table>
<thead>
<tr>
<th>Leave Balance</th>
<th>Type</th>
<th>Hours / Credits</th>
<th>End Result to the Leave Balance</th>
<th>Appears on Pay Statement</th>
<th>Appears on the Review Absence Balances pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sabbatical</td>
<td>Adjustment</td>
<td>8</td>
<td>Adds to leave balance</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Sabbatical</td>
<td>Adjustment</td>
<td>-8</td>
<td>Subtracts from leave balance</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>FMLA, CFRA and PDLL Balance Adjustment</td>
<td>Other</td>
<td>8</td>
<td>Adds to leave balance</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>FMLA, CFRA and PDLL Balance Adjustment</td>
<td>Other</td>
<td>-8</td>
<td>Subtracts from leave balance</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Sick, Vacation, etc.</td>
<td>Take</td>
<td>8</td>
<td>Subtracts from leave balance</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Sick, Vacation, etc.</td>
<td>Take</td>
<td>-8</td>
<td>Adds to leave balance</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Vacation, Comp Time</td>
<td>Payout</td>
<td>8</td>
<td>Subtracts from leave balance except from LNF and LFB</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

When entering Hours actions, **positive** values add/pay and **negative** values reverse/deduct on the next check. **Note:** the FML Earn Code is not a pay code or a leave take code; this code is only used to report non-work hours.

*Job Aid: Impact of Negative and Positive Adjustment/Payout Values* available on the [UCPath Transactor Help Site](#)
### FMLA/CFRA/PDLL Usage | Value Options for Field

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>This is the default value.</td>
</tr>
<tr>
<td>A</td>
<td>This value updates the FMLA balance.</td>
</tr>
<tr>
<td>B</td>
<td>This value updates the CFRA balance.</td>
</tr>
<tr>
<td>C</td>
<td>This value updates the PDLL balance.</td>
</tr>
<tr>
<td>D</td>
<td>This value updates both the FMLA and CFRA balances.</td>
</tr>
<tr>
<td>E</td>
<td>This value updates both the FMLA and PDLL balances.</td>
</tr>
<tr>
<td>Y</td>
<td>This value updates the applicable FMLA balance. An <em>Extended Absence Request</em> must exist for the date range entered when using the Y value.</td>
</tr>
</tbody>
</table>

- No difference between A and Y value.
- Click on search/spyglass to view codes.
UCPath will create a sabbatical accrual adjustment when a sabbatical extended absence transaction is created. The accrual adjustment is auto-approved when the extended absence request is approved.

**Example: Sabbatical Credit Row Automatically Inserted via Extended Absence Request**

The system auto assigns an accrual adjustment transaction ID and associates it with the extended absence transaction ID.

UCPath automatically inserts the sabbatical adjustment row for the employee and populates the Hours/Credits as noted on the extended absence request.
Managing Accrual transactions must be approved by the Employee Data Change deadline in order to impact Payroll.

<table>
<thead>
<tr>
<th>Pay Cycle</th>
<th>Check Date</th>
<th>Run ID Schedule</th>
<th>Pay Period Dates</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD</td>
<td>07-01-21</td>
<td>07-08-21</td>
<td>06-30-21</td>
<td>[]</td>
</tr>
<tr>
<td></td>
<td>06-01-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>06-20-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07-01-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>06-28-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07-08-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R1</td>
<td>07-01-21</td>
<td>06-21-21</td>
<td>06-21-21</td>
<td>Pay Conf.</td>
</tr>
<tr>
<td></td>
<td>06-26-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07-01-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>06-28-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07-08-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R2</td>
<td>07-01-21</td>
<td>06-27-21</td>
<td>07-10-21</td>
<td>Pay Conf.</td>
</tr>
<tr>
<td></td>
<td>06-21-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>06-26-21</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>07-01-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>06-28-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07-08-21</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Inbound Files - Description**

- E-084: Manage Accruals
- E-330: Batch Load One-Time Payments
- E-160: Tuition Reimbursement
- L-171: Recurring General Deductions
- L-176: Parking Deductions
- L-181: Regular Time Entry
- I-178: Parking Deductions Corrections
- I-378: One Time General Deductions
- I-618: Flat Dollar Amount.

**Employee Data Change**

- One Time Pay
- Mass Hire
- HR template
- Leave Transaction
- Payroll
- Union Enrollment
- Retro Pay
- Manage Accrual
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.

### Global References

### Accruals Management

**Job Aids**

- **How to Enter an Accrual Adjustment**: This job aid describes how to enter an accrual adjustment and identifies the transactions that can be submitted via the Manage Accruals page.
- **How to Manage Catastrophic Leave**: This job aid describes the business process and system steps for the various processes involved in managing catastrophic leaves.
- **How To Enter Covid-19 Earn Codes**: This job aid describes how to use new Earn Codes to process Covid-19 leave.
- **How to Enter Take and Hour Transactions in Manage Accruals**: This job aid describes how to enter Take and Hour Transactions in Manage Accruals.

UC San Diego Job Aids and Quick References: [https://ucpath.ucsd.edu/training/job-aids.html](https://ucpath.ucsd.edu/training/job-aids.html)

UCPath Transactor Help Site: [https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/data/toc.html](https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/data/toc.html)
Use the Time & Attendance system to manage accruals whenever possible

- This includes hour entry, takes, and payouts

Review existing eligibility and balances before transacting

- View absence eligibility details on the Payroll tab of the Job Data page
- View leave balances on the Admin - Review Absence Balance page

Review key resources and check Job Aids for Step-by-Step Instructions

- Earn Code to Absence Mapping Job Aid
- Accrual and Leave Accrual Service Credit Processing Guide
- How to Enter an Accrual Adjustment
- How to Enter Take and Hour Transactions in Manage Accruals
Key Takeaways

- UCPath is the **system of record** for accrual balances
- Best practice for accrual adjustments is always through the **Time & Attendance** system
- Submit the **Accruals & Service Adjustment eForm** to UCPath Center to request adjustments to UCPC-owned balances
- Initiators will use **Adjustment** to manage **Catastrophic Leave** and **Sabbatical Credit** balances
- Initiators will use **Other** to manage **FMLA, CFRA, PDLL, and COVID** balances
- Initiators will use **Hours, Take, and Payout** to manage postdoc PTO/SL and to make needed adjustments to other employees when mistakes are made in local time and attendance system and cannot be corrected there.
- View an employee’s absence eligibility details on the **Payroll tab** of the **Job Data** page
- View an employee’s current and past leave balances on the **Admin - Review Absence Balance page**
- Transactions route for **Local approval** then **UCPC processing** via the Absence Management pay period processes
Key Takeaways

- If hours being adjusted are used in conjunction with a protected leave of absence (FMLA, CFRA, or PDLL) ensure correct entry in the FMLA/CFRA/PDLL Usage field.

- Catastrophic leave donations are handled by department initiators; a Central Office manages recipient transactions. Immediately upon AWE approval, donated and received catastrophic leave time entered via Manage Accrual page updates the employee’s leave balances in UCPath.

- Manage Accrual transactions must be approved by the Employee Data Change deadline in order to impact Payroll. If you accidentally submit it right after the deadline, UCPC will not hold and process it next pay cycle. You will need to resubmit.
How to fill out the Service Credit & Adjustment eForm? [https://ucpath.universityofcalifornia.edu/accruals-service-adjustment-form](https://ucpath.universityofcalifornia.edu/accruals-service-adjustment-form) Kathy’s experience: Submit the eForm without the supporting documents. Add the supporting documents after and then submit a UCPC inquiry and reference the eForm number. Tawni: there is a drop down that you need to click.

Sorry I am still unclear when to follow the Accrual Adjustment job aid vs Hour Transactions in Manage Accruals job aid. If I just want to retro report sick/vacation prior to the two pay periods. Which job aid do I follow? [How to Enter Take and Hour Transactions in Manage Accruals](https://ucpath.universityofcalifornia.edu/accruals-service-adjustment-form)

George: We have expanded the adjustments pay periods in Ecotime from 2 pay periods to 4 pay periods. so if there are any usage adjustments to be made from within the 4 prior pay periods from the current period. You will do it in timekeeping. if it is past the 4 pay periods then you will do the usage adjustments in manage accruals. For monthly does this mean you can report retro report May - August right now? Yes! And for bi-weekly it’s 7-11-21 - 09-04-21? Yes!

I have a postdoc who is going on a paid parental leave. He is exempt and the leave hours will qualify for FMLA and CFRA. He will be using all of his PTO and come of his postdoc sick hours during the leave, as well as his 160 hours of paid postdoc parental leave. I set up the leave as an intermittent leave because he will be working a few days during the leave period. Do I understand correctly that I will need to process an "adjustment" action to change his PTO/sick hour balances and an "other" transaction to adjust his FMLA/CFRA balances? These adjustments will not occur automatically based on the leave transaction in UCPath? Ecotime. Exception reporting employee on paid leave enter their usage in Ecotime. Action item for George: Post-Doc FML codes in Ecotime. George will add today! 😊