

Manage Accruals

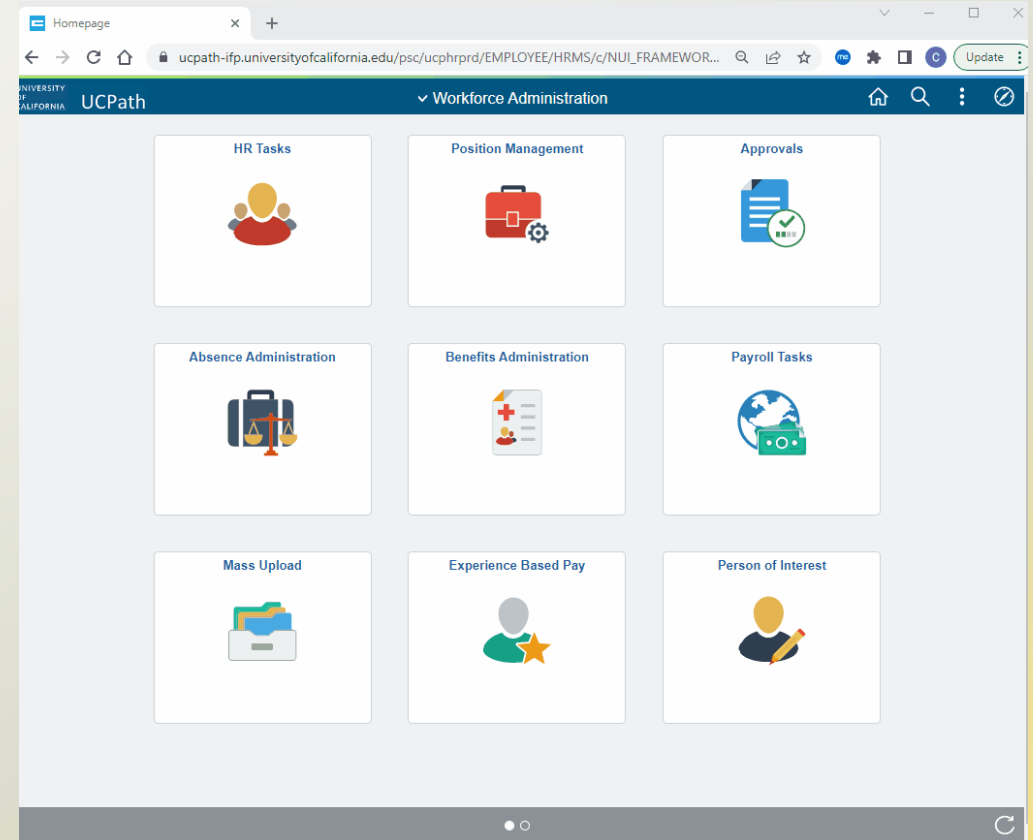
Micro Learning

1/24/23



Manage Job | Manage Accruals

- Navigation: Workforce Administration > Absence Administration > Manage Accruals/Balances > **Manage Accruals**
- Use this page to manage adjustments to location owned balances such as vacation, sick leave, holiday pay, catastrophic leave, compensation time, sabbatical/leave in lieu of sabbatical, postdoc PTO and sick.
- Manage Accruals transactions require local approval as well as UCPath Center acceptance and processing.
- Deadline: Inbound Files Due



Accrual Management | Roles and Responsibility

Can be done by UC San Diego

Use **Manage Accruals** to:

- Adjust location owned balances (Post Doc PTO and Post Doc Sick, Catastrophic Leave Hours, Sabbatical Credit adjustments, and FMLA/CFRA/PDLL balance adjustments)
- Correct mistakes made in timekeeping system

Can only be done by UCPC

Need to submit the **Accruals & Service Adjustment eForm** or **ASK UCPath Case** to:

- Adjust UCPC owned balances (Sick, Vacation, and PTO)
- Correct issues with Accruals, Service Credit, or Vacation Factor

Manage Accruals Actions

Action Type	Hours/ Credits	End Result to Balance	Appears on Pay Statement	Appears on the Review Absence Balances pages
Adjustment (location owned balances)	8	Positive values add to leave balance	Y	Y
	-8	Negative values subtract from leave balance	Y	Y
Other (FMLA/CFRA/PDLL)	8	Positive values add to leave balance	N	Y
	-8	Negative values subtract from leave balance	N	Y
Payout(CompTime/PTO)	8	Positive values subtract from leave balance	Y	Y
Take (prior period corrections)	8	Positive values subtract from leave balance	Y	Y
	-8	Negative values add to leave balance	Y	Y
Hours (prior period corrections)	8	Positive values add to upcoming paycheck	Y	Y
	-8	Negative values subtract/reverse from upcoming paycheck	Y	Y

Best Practices

Can this be fixed **locally** or does it need to be done by **UCPC**?

1

- Determine if you can fix it through **timekeeping**
- Determine if you need to submit an **Accruals & Service Adjustment eForm** or submit an **inquiry to UCPC**

If using **Manage Accruals**, understand which **Action** to use and **+/-** value impacts

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- **Adjustment** - location owned balances
- **Other** - FMLA/CFRA/PDLL balances
- **Take/Hour** - prior period adjustments
- **Payout** - Comp Time/PTO payouts

Use the Payroll Processing Schedule to determine the **deadline**

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- Deadline to affect the current pay cycle is the **Inbound Files deadline**



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