

UC San Diego

Health Sciences

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



Today's Topics

Review Key Terms



Short Work Break Considerations

Importance of Monitoring

Best Practices and Q&A







| 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



| | | | Action | | Short Work |
|--|---------------|--------|--------|---|------------|
| Туре | Applicability | Action | Reason | Description | Break? |
| Academic Students | Academic only | SWB | | 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 | | 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 | | 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 | | 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 | | 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 | P10 | 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 | | 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





| Туре | 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





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



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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



| Stephanie Babb Benefit | bitt Employee ts System Benefits Adminis | stration | ID · | 10020209 Benefit Reco Primary Empl R | ord Number 0 ecord 1 | the f | this button and give orms to the loyee |
|---------------------------|---|--------------------|-------------|---|--------------------------|--------------------------|--|
| Benefit | Program NR Non Repre | esented Monthly | | | | | |
| Benefit | ts Status Active | | | Print Summary and Ele | ection Form | | |
| Ben Current Enrollme | efits As of 01/02/2019 | The Benefit | | Election Form Provided t be a month prior in ary page with costs | d to EE: 🗹 ┥ | form | this box after the is are printed and in to the employee |
| 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 | | - |
| | | DPPO | DENT PPO | Family (NA+NC) | 01/01/2019 | | |
| Dental | Elect | | | | | | |
| Dental Vision | Elect | VSP | VSP | Family (NA+NC) | 01/01/2019 | | |
| | | VSP | VSP ARAG | Family (NA+NC) Family (NA+NC) | 01/01/2019 01/01/2019 | | |
| Dental | | VSD | VSD | $E_{amily}(NA+NC)$ | 01/01/2010 | | |

Benefit Billing Election Form



| UNIVERSITY OF CALIFORNIA | UCPath | BENE | EFIT B | ILLING E | LE | CTION FORM |
|--------------------------------|-------------------|-------------------------------|--------|---|----|--|
| | * Please disregar | d notice if no changes are re | | Employee ID: Date: Mar 29, 2 nd you are not | | illed in Health FSA |
| Plan Type | Description | Current Coverage | Cancel | Decrease Coverage See Instruction Sheet for detail 2.(c) | | Health FSA Cancel Coverage Continue Coverage |

| Plan Type | Description | Coverage | \checkmark | Instruction | | Cancel Coverage |
|---|-----------------------------------|----------------|--------------|---------------------------|---|------------------------------------|
| | | | | Sheet for detail 2.(c) | | Continue Coverage |
| Medical(10) | UC Blue & Gold HMO | Family (NA+NC) | | | | Reduce amount |
| Dental(11) | Delta Dental PPO | Family (NA+NC) | | | | Continue Coverage |
| Vision(14) | Vision Service Plan (VSP) | Family (NA+NC) | | | | Make up contributions |
| Supplemental Life(21) | Supplemental Life 4x Annual | Salary X 4 | | | | option is not elected |
| Employee & Dependent AD&D (24) | AD & D Family | \$500000 | | | | will DEFAULT to: ancel Coverage |
| 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 | | | ſ | |

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:

| Fi | | | UC_E056 | 5_RPT2 (3).xlsx [Protect | ed view] - Excel | | Æ | - • |
|---------------------------|--|---------------------|----------------------|---|-----------------------------------|--------------------------|----------------|---------------|
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| Û | PROTECTED VIEW Be car | reful—files from th | ne Internet can conf | ain viruses. Unless you | need to edit, it's s | afer to stay in Protecte | ed View. | nable Editing |
| A1 | • : × | √ ƒx C | Current Benefit En | rollments | | | | |
| | A | В | C D | E | F | G | н | I. |
| 1 | Current Benefit E | nrollments | | | | | | |
| 2 | Employee Name: | | | | | | | |
| 3 | Employee ID: | | | | | | | |
| _ | 3/29/2022 2:11 PM | | | | | | | |
| 5 | | | | | | | | |
| | Plan Type | Coverage | Benefit Plan | Description | Coverage or | Coverage Begin | Employee | Total Monthl |
| _ | | Election | | | Participation | | Monthly | Payment |
| 6 7 | | | | | | | Payment | |
| - | Medical(10) | Elect | HBG | UC Blue & Gold | Family | 2020-01-01 | 266.39 | 2464.60 |
| 8 | | | | НМО | (NA+NC) | | | |
| | Dental(11) | Elect | DPPO | Delta Dental PPO | Family | 2020-01-01 | 0.00 | 126.87 |
| | | | | | (NA+NC) | | | |
| 9 | | | | | | | | |
| - | Vision(14) | Elect | VSP | Vision Service | Family | 2020-01-01 | 0.00 | 10.76 |
| - | | | | Plan (VSP) | (NA+NC) | | | |
| 10 | Supplemental | Elect Elect | VSP SL4X | Plan (VSP) Supplemental Life | | 2020-01-01 2019-11-04 | 6.03 | 6.03 |
| 10 | Supplemental Life(21) | Elect | SL4X | Plan (VSP) Supplemental Life 4x Annual | (NA+NC) Salary X 4 | 2019-11-04 | 6.03 | 6.03 |
| 10 | Supplemental Life(21) Employee & | | | Plan (VSP) Supplemental Life | (NA+NC) | | | |
| 10 | Supplemental Life(21) | Elect | SL4X | Plan (VSP) Supplemental Life 4x Annual | (NA+NC) Salary X 4 | 2019-11-04 | 6.03 | 6.03 |
| 10 | Supplemental Life(21) Employee & | Elect | SL4X | Plan (VSP) Supplemental Life 4x Annual | (NA+NC) Salary X 4 | 2019-11-04 | 6.03 | 6.03 |
| 10 11 12 | Supplemental Life(21) Employee & Dependent AD&D(24) | Elect | SL4X ADDF | Plan (VSP) Supplemental Life 4x Annual AD & D Family | (NA+NC) Salary X 4 \$500000 | 2019-11-04 2019-11-04 | 6.03 | 6.03 |
| 9 10 11 12 13 | Supplemental Life(21) Employee & Dependent AD&D(24) Exp Dependent Life - | Elect | SL4X ADDF | Plan (VSP) Supplemental Life 4x Annual AD & D Family Expanded Dep | (NA+NC) Salary X 4 \$500000 | 2019-11-04 2019-11-04 | 6.03 | 6.03 |





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

Short Work Break Monitoring Report

Departments should use this report to monitor Short Work Break end dates and decide whether to extend SWB, return the employee to active status, or terminate the job.

View Details

Launch >

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



short work break matrix

Results for: short work break matrix

View filtered outline

Job Aid: Short Work Break Matrix



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Resources



| ІСРАТН | | | | | UC | San Diego |
|---|---|---|-----------------------------|---------------------|--|------------------------|
| Log in to UCPath About 🝷 | Benefits & Payroll 👻 | Self-Service - | Training 🝷 | Transactors 👻 | Need Help? | Q - |
| UCPath / Transactors / Job Aids | | | | | | |
| Transactors | Job Ai | ds and Q | uick | Referen | ces | |
| Job Aids | | | | | and those needing a quick revie sactions with appropriate busir | |
| Local Updates | Quick Ref modules | erences: Provide sumr | marized infor | mation on concept | s and data that span multiple U | CPath transactions and |
| System Updates | + <u>Expand All</u> | | | | | |
| Transactor FAQs | Global Re Accruals | eferences Management | | | | |
| Funding | | Leave of Absence | e | | | |
| Reports | ► Funding | | | | | |
| Reports | ▼ PayPath | Transactions | | | | |
| Department Hierarchy | Job Aids | 1 | | | | |
| Email Subscription | This job | create and Manage Wo aid describes how to c n-work study to work-st | reate work-s | | work-study students, and upda | te existing jobs |
| Peoplesoft Upgrade Manager (PUM) Project | How to F This job | Process Academic Mer aid describes how to e | its and Prom nter academ | ic merits and prom | otions in UCPath. Other acaden -scale components are also co | |
| | | nitiate a Short Work Br aid describes how to p | | vee on short work b | reak status. | |
| | How to R | eturn an Employee fro | om Short Wo | rk Break | | |

UC San Diego Job Aids and Quick References:

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









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

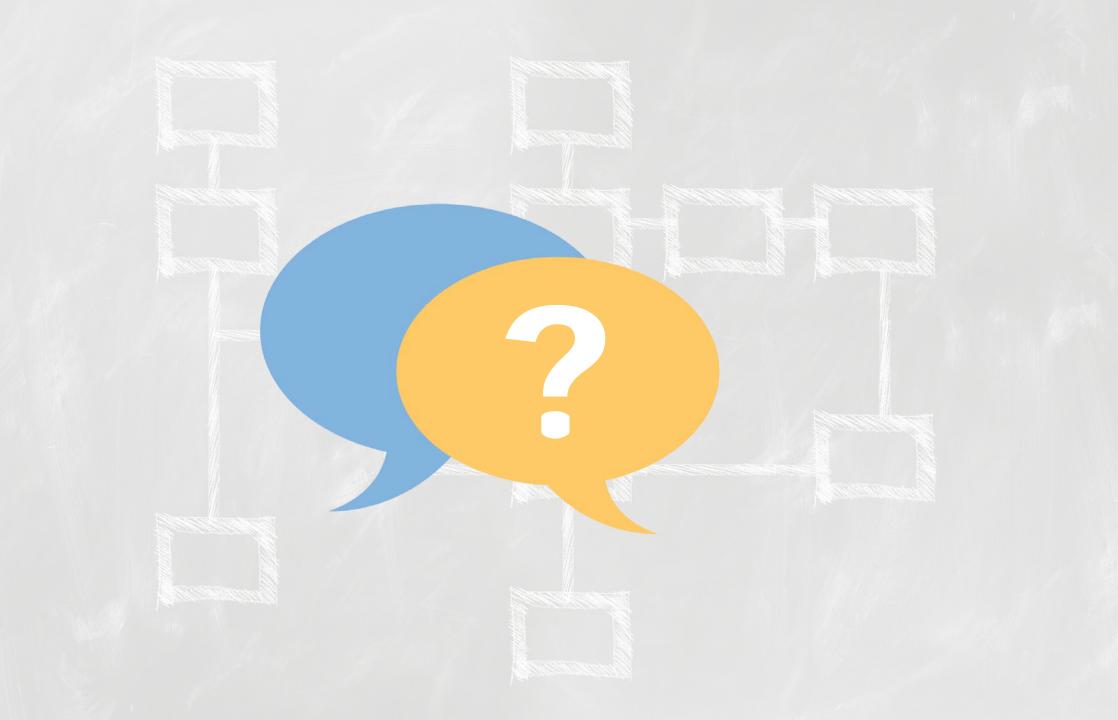








Health Sciences







- 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 <u>Review & Reinforcement Page</u>
- 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

UC Path

- 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"

| Pop | o-ups blocked: | > |
|------|--|-----------|
| | https://ucpath-ifcvpBcIRE-/UC_E056_RP https://ucpath-ifcvpkFmA-/UC_E056_RP https://ucpath-ifcvphLh7Y-/UC_E056_RI | T2.xlsx |
| | unhastinchant-ucshimurututut-toc_copo_vi | LI CHAIDA |
| 1410 | Always allow pop-ups and redirects from ucpath.universityofcalifornia.edu | |

