

# 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 <b>Benefit</b>		<b>Election Form Provided</b> 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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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	<ul> <li>Quick Ref modules</li> </ul>	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	<ul> <li>Global Re</li> <li>Accruals</li> </ul>	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

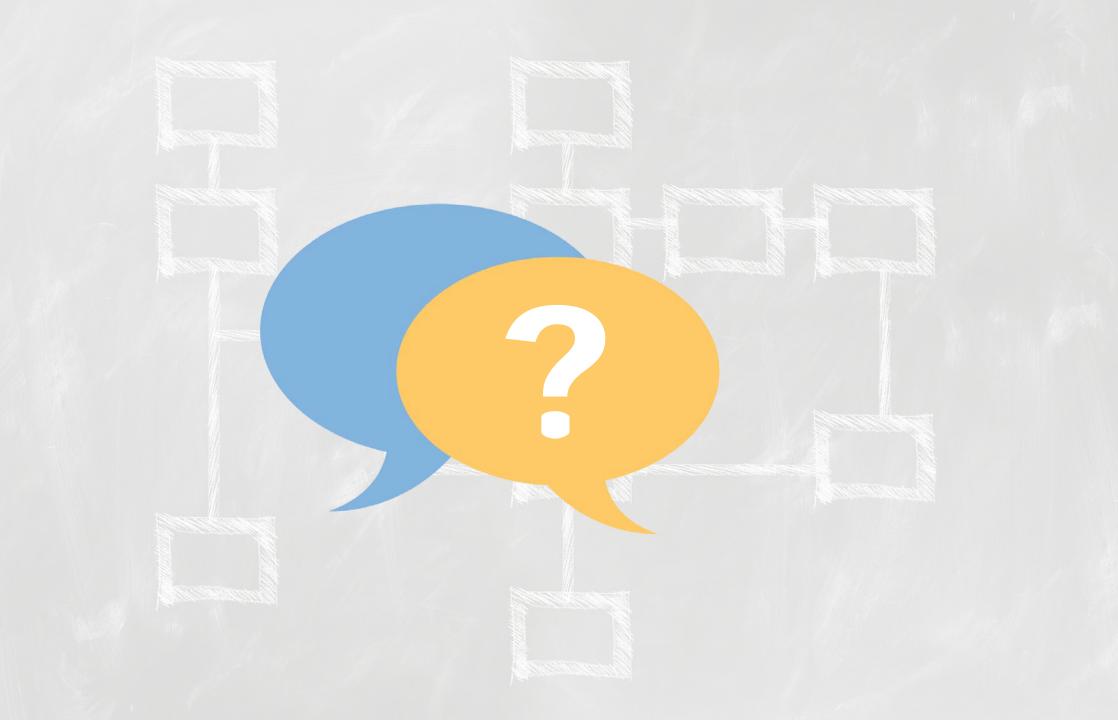








**Health Sciences** 







- 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. <a href="https://ucpath.ucsd.edu/need-help/index.html">https://ucpath.ucsd.edu/need-help/index.html</a> 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	

