

# Manage Accruals

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Topic Based Zoom

1/25/23





## Today's Topics:

- Accruals Overview
- Scenarios
- Resources

# Accruals Overview

- The Absence Eligibility Group determines the entitlement programs for which an employee is eligible, and drives the sick and vacation accrual factors
- The Absence Eligibility Group is automatically derived based on Job Data
- Earn Codes and Pay Period Hours impact accruals earned

# Absence Eligibility Group

The screenshot displays the HR Tasks interface for an employee named Cherry Park. The 'Payroll' tab is selected and highlighted with a red box. The interface shows the following details:

- Payroll Information:**
  - Effective Date: 10/18/2022
  - Effective Sequence: 0
  - HR Status: Active
  - Payroll Status: Active
  - Action: Data Change
  - Reason: Correction - Non Pay Related
  - Job Indicator: Primary Job
- Payroll for North America:**
  - Pay Group: 6ME
  - Employee Type: S
  - Tax Location Code: CA-DEFAULT
  - GL Pay Type: [blank]
  - UCSD Salary Exempt Monthly
  - Salaried
  - California
  - Holiday Schedule: NONE
  - FICA Status: Subject
- Absence Management System:** (Highlighted with a red box)
  - Pay Group: MONTHLY
  - Monthly
  - Setting:
    - Use Pay Group Eligibility
    - Use Pay Group Rate Type
    - Use Pay Group As Of Date
  - Eligibility Group: STAFF99
  - Non-Repted Staff PSS, MSP, SMG
  - Exchange Rate Type
  - Use Rate As Of

Navigation: Workforce Administration > HR Tasks > Job Data Related > **Job Data**

View an employee's absence eligibility details on the Payroll tab of the Job Data page

# Admin – Review Absence Balance

Workforce Administration | Absence Administration

Search for People

Extended Absence

Manage Accruals/Balances

**Admin - Review Absence Balance**

Career & Benefits Elig Hrs INQ

Manage Accruals

Manage Accrual Transactions

Upload E-084 File

Admin - Review Absence Balance

As of Date: 12/31/2022

10419810 Cherry Park

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Vacation	209.22	40.00	10.15	0.00	179.38	240.00
Sick	233.65	0.00	8.12	0.00	241.78	0.00
Service Months	37.00	0.00	1.00	0.00	38.00	0.00
Regular Comp Time	-79.92	0.00	0.00	0.00	-79.92	0.00

Disclaimer : Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA, PFCB, U18 PFCB balance, please contact your local leave administrator.

Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued
0	STAFF99	HUMAN RESOURCES DEPT	TRAINER 3	TRAINER 3	176.00	Y	0.057692	10.153792	0.046154	8.123104

Disclaimer : A month of qualifying service is earned when you are on pay status for at least half the number of working hours in the month or the quadriweekly cycle

Return to Search | Notify

Navigation: Workforce Administration > Absence Administration > Manage Accruals/Balances > **Admin - Review Absence Balance**

View an employee's current and past leave balances

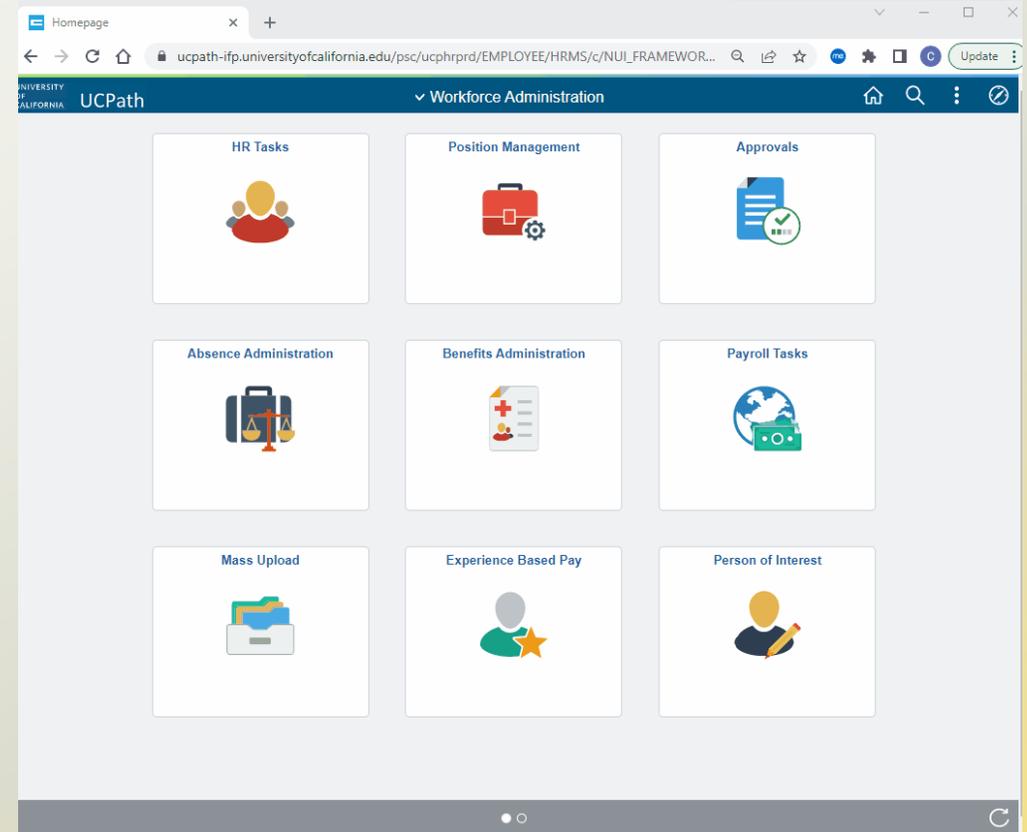
# UCPath Payroll Processing Schedule

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location						UCPath Center							
					• 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		Med Center Only		Pay Confirm	DDODS Burst (4:30 AM)	Accrual Post Confirm	GL Post Confirm (Completion of GL process for Summary Level Data)	GL Post Confirm (Completion of GL process for Detail Labor Ledger Data)	Pay Statements on UCPath (8:00 AM)	Leave Accrual Available on UCPath (After 5:00 PM)
		• Inbound Files Due **** (2:30 PM)	• Msg Error Log Distribution (11:00 PM)					• Location Corrections To Msg Error Log (2:00 PM)	• E-703 Funding Upload	• Inbound Files Due **** (5:00 PM)	• Msg Error Log Distribution (11:00 PM)							
M0	Tue 01-03-23	12-01-22	12-31-22	221231M0X	Mon 12-19-22	Wed 12-21-22 *	Wed 12-28-22	Mon 12-19-22 *	Tue 12-20-22 *	Mon 12-19-22 *	Tue 12-20-22 *	Tue 12-27-22	Wed 12-28-22	Tue 01-03-23	Thu 12-29-22	Thu 12-29-22	Sun 01-01-23	Tue 01-03-23 *
B1	Wed 01-04-23	12-11-22	12-24-22	221224B1X	Mon 12-19-22 *	Mon 12-26-22 *	Fri 12-30-22	Tue 12-27-22	Wed 12-28-22	Tue 12-27-22	Wed 12-28-22	Thu 12-29-22	Fri 12-30-22	Tue 01-03-23	Wed 01-04-23 *	Wed 01-04-23 *	Mon 01-02-23	
B2	Wed 01-18-23	12-25-22	01-07-23	230107B2X	Thu 01-05-23	Tue 01-10-23	Fri 01-13-23	Tue 01-10-23	Wed 01-11-23	Tue 01-10-23	Wed 01-11-23	Thu 01-12-23	Fri 01-13-23	Tue 01-17-23	Tue 01-17-23	Tue 01-17-23	Mon 01-16-23	Tue 01-17-23 *

- Leave Accrual Available on UCPath (after 5:00PM) column
- [Monthly Payroll Calendar 2023](#) and [Biweekly Payroll Calendar 2023](#) show when Vacation and Sick Leave Accrual and Service Credit Accrual posts
- Manage Accruals transactions due by the **Inbound Files Deadline**

# 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

## 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
<b>Adjustment (location owned balances)</b>	8	Positive values add to leave balance	Y	Y
	-8	Negative values subtract from leave balance	Y	Y
<b>Other (FMLA/CFRA/PDLL)</b>	8	Positive values add to leave balance	N	Y
	-8	Negative values subtract from leave balance	N	Y
<b>Payout(CompTime/PTO)</b>	8	Positive values subtract from leave balance	Y	Y
<b>Take (prior period corrections)</b>	8	Positive values subtract from leave balance	Y	Y
	-8	Negative values add to leave balance	Y	Y
<b>Hours (prior period corrections)</b>	8	Positive values add to upcoming paycheck	Y	Y
	-8	Negative values subtract/reverse from upcoming paycheck	Y	Y

# Scenario 1

A biweekly non exempt employee forgot to report vacation for 2 days, 5 months in the past. The historical timesheet adjustment period in Ecotime has passed.

- Use Manage Accruals
- Enter four rows, Begin Date and End Date must match on each row
- There must be a **Hour** row for every **Take** row
- Use Earn code VCN for Vacation Leave-Used Hourly

Personalize   Find   [Print]   [Refresh] First 1-4 of 4 Last											
Adjustment/Payout		Chart Field Detail									
	Empl ID	Name	Rcd #	Begin Date	End Date	Adjustment/ Payout/ Take	Earn Code	Absence Element	Hours/ Credits	FMLA/CFRA /PDLL USAGE?	Comments
1			0	09/01/2022	09/01/2022	Hour	REG		-8.00	N	swapping reg with vacation
2			0	09/01/2022	09/01/2022	Take	VCN	UCAT VACATN	8.00	N	swapping reg with vacation
3			0	09/02/2022	09/02/2022	Hour	REG		-8.00	N	swapping reg with vacation
4			0	09/02/2022	09/02/2022	Take	VCN	UCAT VACATN	8.00	N	swapping reg with vacation

# Scenario 2

A monthly exempt employee forgot to report vacation for 2 days, 5 months in the past. The historical timesheet adjustment period in Ecotime has passed.

- Use Manage Accruals
- Enter two rows, Begin Date and End Date must match on each row
- Select **Take**
- Use Earn code VAC for Vacation Leave-Used Salaried

Personalize   Find   [Print]   [Grid]											
Adjustment/Payout		Chart Field Detail									
	Empl ID	Name	Rcd #	Begin Date	End Date	Adjustment/ Payout/ Take	Earn Code	Absence Element	Hours/ Credits	FMLA/CFRA /PDLL USAGE?	Comments
1	[Redacted]	[Redacted]	0	09/29/2022	09/29/2022	Take	VAC	UCAT VACATN	8.00	N	vacation used
2	[Redacted]	[Redacted]	0	09/30/2022	09/30/2022	Take	VAC	UCAT VACATN	8.00	N	vacation used

## Scenario 3

You notice that an employee covered by the Administrative and Professional Staff program has incorrect vacation factor.

- If this is a biweekly employee double check that you are looking at a pay period end date that BW employees' accruals post
- Also double check the Pay Period Hours to be sure it isn't an hours related issue
- Submit case via ASK UCPATH Center, UCPC will need to review and correct

Requested By\*

Location

Topic\*

Leave Balances

Category\*

Leave Balances Inquiry

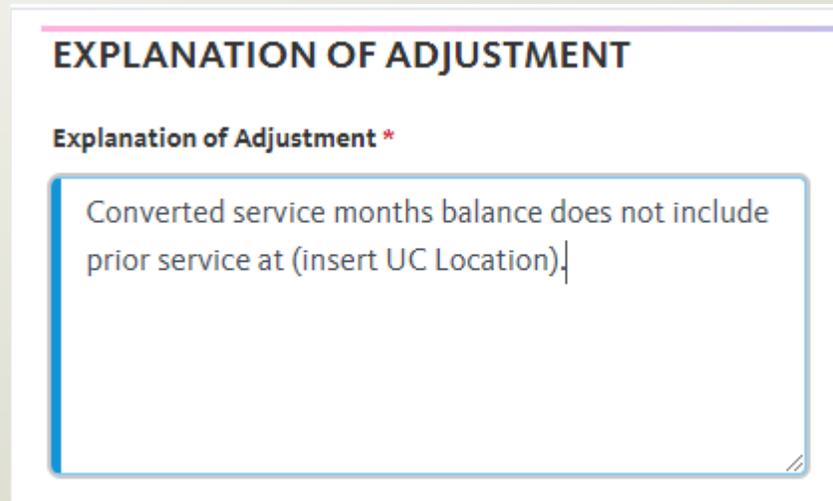
Subject\*

Incorrect Vacation Factor

## Scenario 4

An employee transferred from another UC Location and their UC Leave Accrual Service Credit is incorrect.

- Navigate to UCPATH > Forms Library > Access Forms > Accruals Management > **Accrual & Service Adjustment Request**
- Search by Employee ID
- Fill out applicable sections for Service Credit Adjustment
- Attach supporting documents



**EXPLANATION OF ADJUSTMENT**

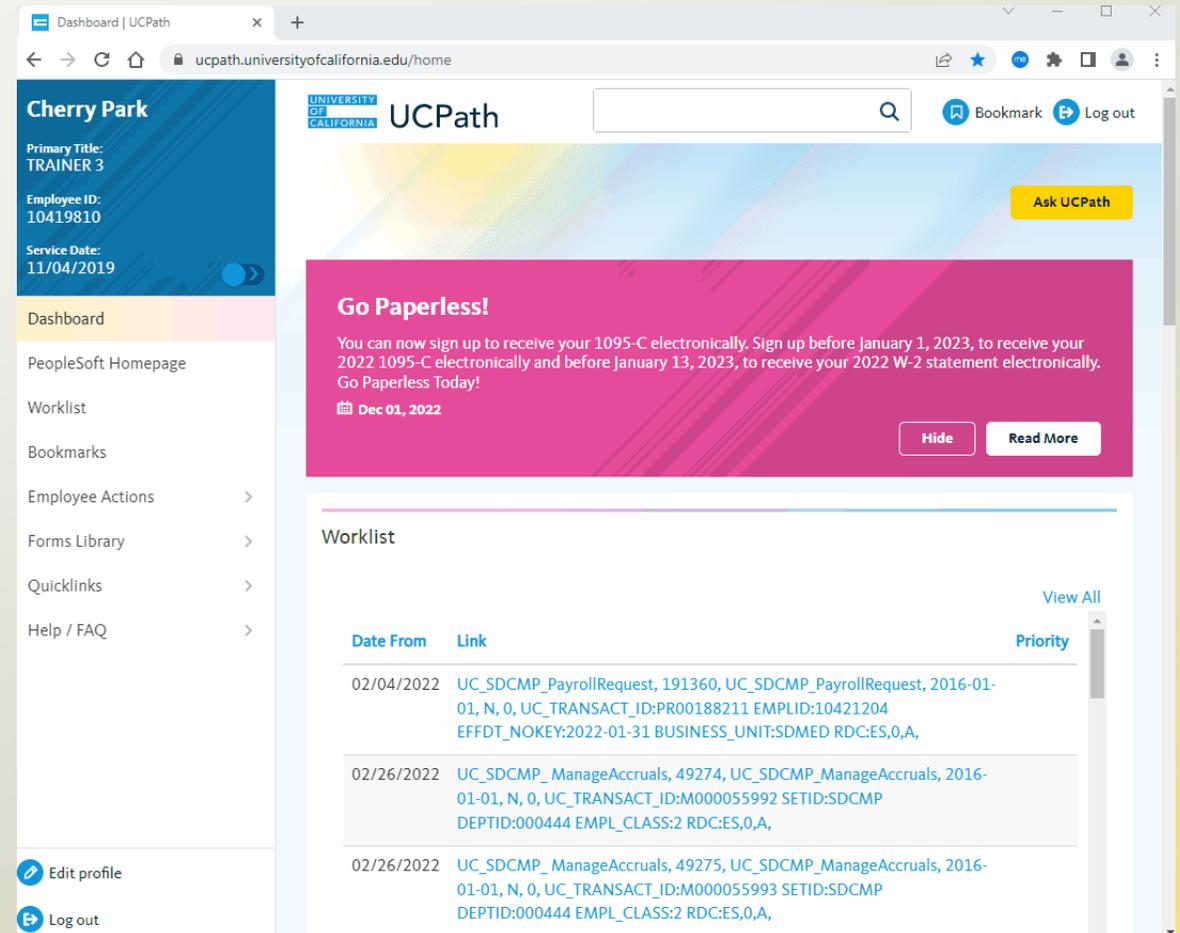
**Explanation of Adjustment \***

Converted service months balance does not include prior service at (insert UC Location).

# UCPath Center Resources | UCPath Help Site

## Location Users (Transactors)

- [Approve Accrual Adjustment Transaction](#)
- [View Employee Absence Balance Data](#)
- [Job Aid: Earn Code to Absence Mapping](#)
- [Job Aid: Impact of Negative and Positive Adjustment and Payout Values](#)
- [Enter Manage Accrual Transactions](#)
- [Job Aid: Accrual and Leave Accrual Service Credit Processing Guide for Locations](#)
- [Enter Sabbatical Adjustment](#)
- [Job Aid: Career & Benefits Elig Hrs INQ Page for Locations](#)
- [Job Aid: Earnings Code Configuration](#)
- [Adjust FMLA, CFRA, PDLL Balance Adjustment](#)
- [Job Aid: Auto-Calc FMLA, CFRA and PDLL Takes](#)
- [Enter Hours Due to Missing I-181 File Cutoff](#)
- [Enter Vacation Take](#)
- [Payout Vacation Bank](#)
- [Review Manage Accrual Transactions](#)



Dashboard | UCPath

ucpath.universityofcalifornia.edu/home

Cherry Park  
Primary Title: TRAINER 3  
Employee ID: 10419810  
Service Date: 11/04/2019

UCPath

Ask UCPath

**Go Paperless!**  
You can now sign up to receive your 1095-C electronically. Sign up before January 1, 2023, to receive your 2022 1095-C electronically and before January 13, 2023, to receive your 2022 W-2 statement electronically. Go Paperless Today!  
Dec 01, 2022

Hide Read More

Worklist

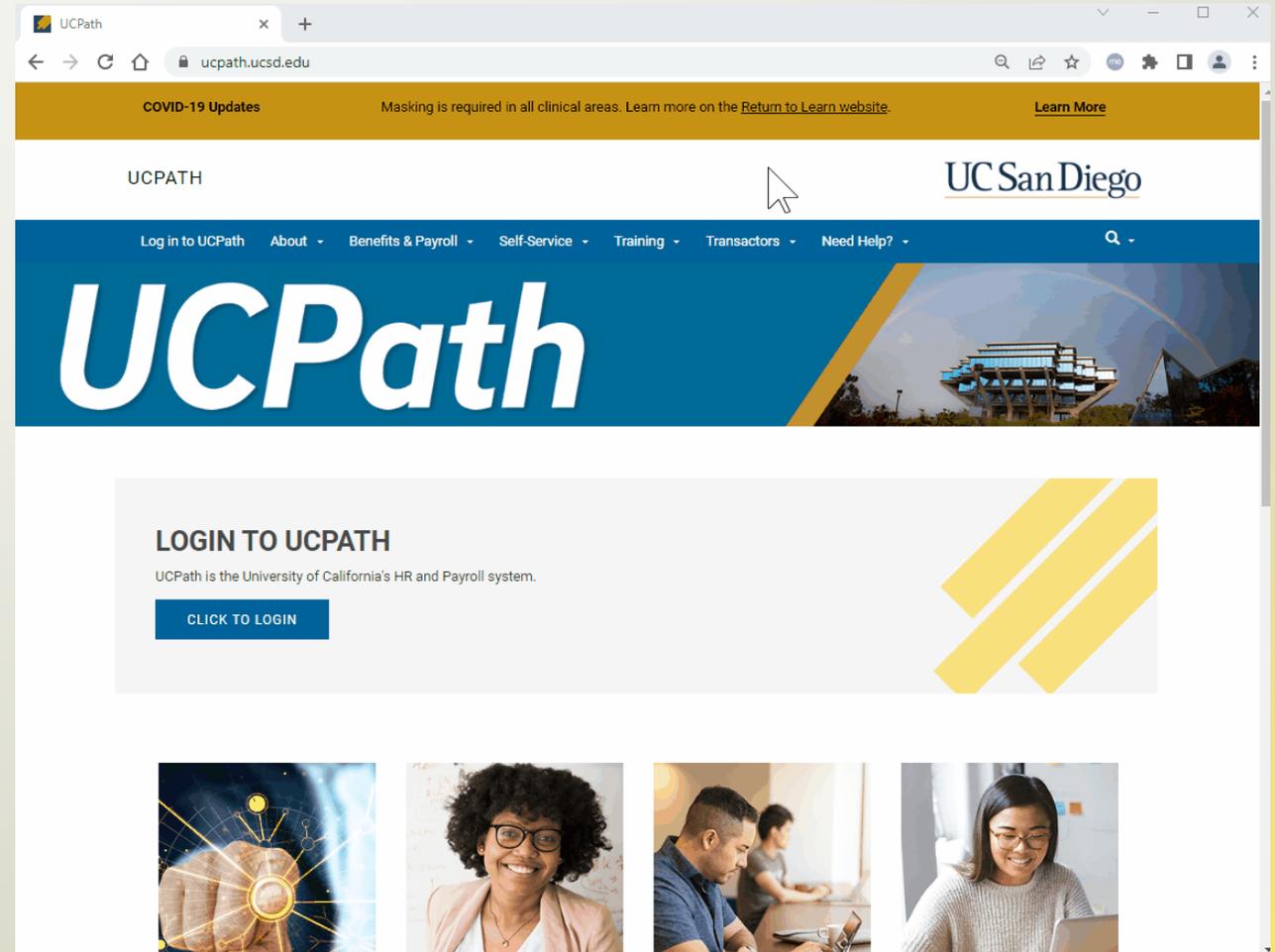
Date From	Link	Priority
02/04/2022	<a href="#">UC_SDCMP_PayrollRequest, 191360, UC_SDCMP_PayrollRequest, 2016-01-01, N, 0, UC_TRANSACT_ID:PR00188211 EMPLID:10421204 EFFDT_NOKEY:2022-01-31 BUSINESS_UNIT:SDMED RDC:ES,0,A,</a>	
02/26/2022	<a href="#">UC_SDCMP_ManageAccruals, 49274, UC_SDCMP_ManageAccruals, 2016-01-01, N, 0, UC_TRANSACT_ID:M000055992 SETID:SDCMP DEPTID:000444 EMPL_CLASS:2 RDC:ES,0,A,</a>	
02/26/2022	<a href="#">UC_SDCMP_ManageAccruals, 49275, UC_SDCMP_ManageAccruals, 2016-01-01, N, 0, UC_TRANSACT_ID:M000055993 SETID:SDCMP DEPTID:000444 EMPL_CLASS:2 RDC:ES,0,A,</a>	

Edit profile Log out

# Local Resources | UC San Diego's UCPATH Resource Site

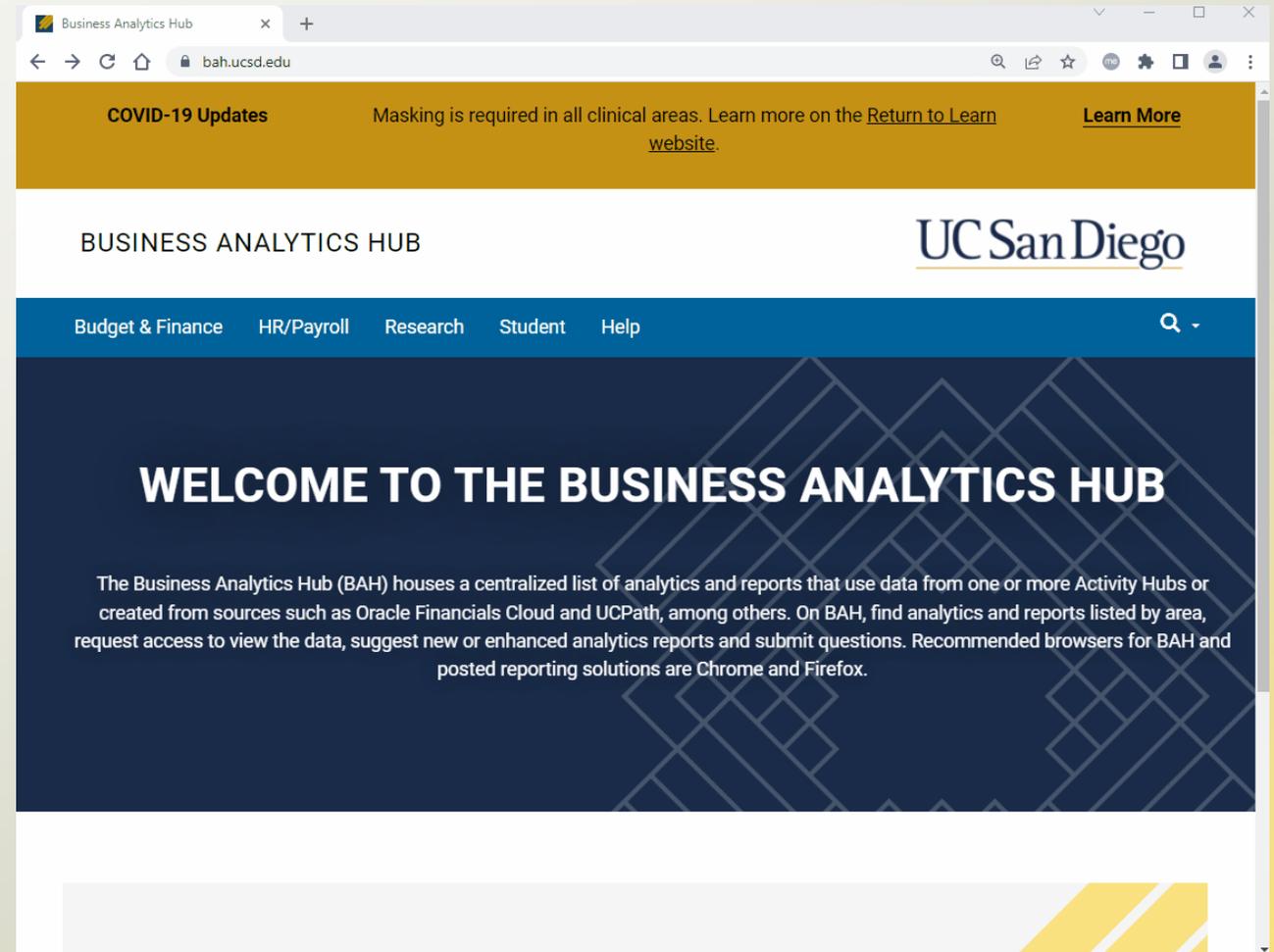
<https://ucpath.ucsd.edu/>

- [How to Enter an Accrual Adjustment](#)



# Local Resources | Business Analytics Hub

- <https://bah.ucsd.edu/hr-payroll/index.html>
  - [Leave Balance Summary Report](#)
  - Employee leave by pay period including balances for the department. Replaces the former LASR.



## Key Takeaways

- UCPATH is the system of record for Accruals
- Best practice for accrual adjustments is to correct or resolve accrual errors in same system in which errors occurred (usually timekeeping system)
- Manage Accruals can be used to adjust location owned balances or when corrections cannot be made through timekeeping
- UCPC owned balances can only be adjusted by the UCPATH Center. You will need to submit the **Accruals & Service Adjustment eForm** or submit a case via **Ask UCPATH**
- Manage Accruals transactions must be approved by the **Inbound Files Due** deadline to be added to current pay cycle

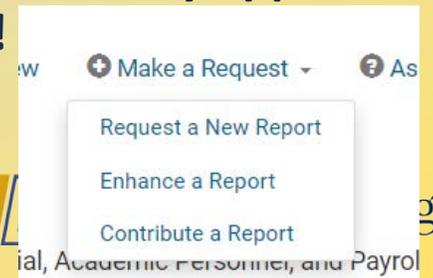


UC San Diego



# Notes

- Regarding the calendar - will you tell us about how Pay Confirm dates impact manage accruals entries? **Submit a SNOW ticket with recent examples of manage accruals transactions disappearing/not getting processed.**
- If a career employees record in UCPATH has a zero balance of FML/CFRA available but they are eligible and have not used FML/CFRA so should have a balance, how do we fix this? **Other Action to correct the FMLA/CFRA/PDLL buckets. You can also submit a UCPC inquiry to have them look into what might have caused the buckets to zero out.**
- Will you also go over monthly faculty sabbaticals? [Enter Sabbatical Adjustment](#) on the UCPATH Help Site goes over the step by step instructions. There are additional resources available on the UCPATH Help Site about entering Sabbatical leaves in UCPATH. If you have questions about faculty sabbatical you can reach out to the Academic Personnel Services.
- Is there a report that Research Administrators can use to see adjustments or usage before it hits the ledger? **You can try submitting a “Request a New Report” on BAH. Ask to be able to see locally approved transactions to see adjustments or usage before it hits the ledger. Never hurts to ask!**



# Notes

- One of our Career staff retroactively requested EPSL for 09/06/2022 through 09/12/2022. Employee previously entered 8 hours sick leave each day for 09/06/2022 to 09/09/2022 and 09/12/2022, which is not the correct code to use for EPSL. The timecard for PPE 09/17/2022 is no longer available for adjustments in Ecotime. I need to make the adjustments in Manage Accruals. I'm not very familiar with this module. I cannot find the sick leave earn code. **Enter the Action you are trying to take and click on the magnifying glass next to Earn Code and it will show all the available earn codes. It is alphabetized so skip down to the S's. There shouldn't be too many you can review them all too.**
- I seem to recall that the notes field in Manage Accruals allows a very small number of characters, so it's difficult to explain a complex situation. Is that still true that notes have to be very brief in M/A? **Yes there is a limited number of characters, try to be concise and if it is super complicated you can always submit a UCPC inquiry and reference the MA transaction number if you need to provide a lot more details.**
- There's a big long excel spreadsheet available somewhere with a list of Earn Codes. I'm not sure where you can get that. **UCPath Online > Quicklinks > Payroll Resources > Payroll Configuration Codes > [Earn Codes](#)** and for a description of the column headings and codes see: [Job Aid: Earning Code Configuration](#)

# Notes

- its not always set - there are variables to who is entitled to vacation. From PPSM: The University provides vacation leave to employees who: Hold career, limited and floater appointments, and are appointed at 50 percent or more of full-time status for six or more months. There are certain academic titles that also are eligible to accrue vacation.