Manage Accruals

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

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

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

View an employee’s current and past leave balances
### UCPay Payroll Processing Schedule 2023

**UCPath Payroll Processing Schedule**

<table>
<thead>
<tr>
<th>Pay Cycle</th>
<th>Check Date</th>
<th>Pay Period Dates</th>
<th>Run ID Schedule</th>
<th>Location</th>
<th>UCPay Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO</td>
<td>Tue 01-03-23</td>
<td>12-01-22 – 12-31-22</td>
<td>2212280X</td>
<td>Location 1</td>
<td>UCPay Center 1</td>
</tr>
<tr>
<td></td>
<td>Sat 01-07-23</td>
<td>12-02-22 – 12-31-22</td>
<td>2212281X</td>
<td>Location 2</td>
<td>UCPay Center 2</td>
</tr>
<tr>
<td>B1</td>
<td>Wed 01-04-23</td>
<td>12-11-22 – 12-31-22</td>
<td>2212282X</td>
<td>Location 3</td>
<td>UCPay Center 3</td>
</tr>
<tr>
<td></td>
<td>Sat 01-07-23</td>
<td>12-02-22 – 12-31-22</td>
<td>2212283X</td>
<td>Location 4</td>
<td>UCPay Center 4</td>
</tr>
<tr>
<td>B2</td>
<td>Wed 01-11-23</td>
<td>12-25-22 – 01-07-23</td>
<td>2212284X</td>
<td>Location 5</td>
<td>UCPay Center 5</td>
</tr>
<tr>
<td></td>
<td>Sat 01-15-23</td>
<td>12-02-22 – 01-07-23</td>
<td>2212285X</td>
<td>Location 6</td>
<td>UCPay Center 6</td>
</tr>
</tbody>
</table>

**Notes:**
- Leave Accrual Available on UCPay (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
- UCPay Payroll Processing Schedule 2023

### UCPay Payroll Processing Schedule 2023

- **Leave Accrual Available on UCPay (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

Job Aid: How to Enter an Accrual Adjustment
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

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

Job Aid: Earn Code to Absence Mapping  
Job Aid: Impact of Negative and Positive Adjustment and Payout Values
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
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
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.

Scenario 3
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**

Converted service months balance does not include prior service at (insert UC Location).
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
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](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 the 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
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!
• 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

- it's 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 of more of full-time status for six or more months. There are certain academic titles that also are eligible to accrue vacation.