This job aid supports items learned in **_ABML 201 Employee Accrual Adjustments_**

Navigation:

PeopleSoft Home Page > Absence Administration > Manage Accruals/Balances > Admin – Review Absence Balance

Admin Review Absence Balance Page

You can search for an employee using either their **Empl ID** or **Name**.

The **Admin – Review Absence Balance** page displays leave accruals for the most recent period in the **Current Balance** section and the **Accrual For Pay Period By Appointment** information. Refer to the list below for more information about the fields on this page

Current Balance

1. **As of Date:** This is the date the leave balances are current. It shows the most recent date an employee's leave information was updated. When you open the **Admin – Review Absence Balance** page, the **As of Date** defaults to the most recent pay period end date. Click the **Look up** button 🔍 to view leave balances as of another date.

2. **Leave:** This column displays the type of leave, such as sick leave, vacation, or other leave categories, that you are viewing. **Note:** Service months also appear in this section. Service months are for leave accrual processing purposes, not retirement service credit purposes.

3. **Beginning Balance:** This column displays the amount of leave the employee had available at the start of the period. In most cases, it is the end balance from the previous pay period.

4. **Taken:** This column displays the total amount of leave used during the specified period.

5. **Earned:** This column displays the amount of leave received during the current period. For example, if an employee's leave accrual is based on hours worked, this is the amount added to their balance for that period.

6. **Adjustments:** This column displays any changes to the employee's leave balance made outside of the usual accrual process, such as corrections or manual adjustments.

7. **Ending Balance:** This column displays the employee's current leave balance after accounting for the leave taken, earned, and any adjustments made during the period.

8. **Accrual Max:** This column displays the maximum amount of leave the employee can accumulate in their balance. When they reach this limit, they stop earning additional leave until their balance drops below the maximum. If they are nearing an accrual maximum, the **Approaching Max** column appears and displays a **Y** when certain leave accruals have reached their accrual maximum.

⚠️ FMLA, CFRA and/or PDLL balances appear on this page when the employee is on a paid or intermittent FMLA, CFRA and/or PDLL leave.

⚠️ When protections are applied to paid sick leave used, the **Protected Sick Hours Used** row appears under the **Leave** column. The total number of protected sick leave hours used appears in the **Ending Balance** column. This differs from **Vacation** and **Sick Ending Balances**, which reflect hours available.

⚠️ Eligible employees have 6 days of protected sick leave available per year. This balance resets every January 1.

Accrual For Pay Period By Appointment

The Accrual For Pay Period By Appointment section displays the leave accrual factors for each of the employee's appointments. Multiple rows appear in this section if an employee has multiple UC appointments. Refer to the list below for a description of each of these fields.

Accrual For Pay Period By Appointment

Personalize | Find | 🔲 | 🔳   First ◀ 1 of 1 ▶ Last

Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued	PTO Factor	PTO Accrued
0	STAFF99	Haas Core Programs	TRAINER 4	TRAINER 4	176.00	Y	0.069231	12.184656	0.046154	8.123104	0.000000	0.000000

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

- **Empl Record:** Identifies the specific job record associated with the employee. This is especially important for employees with multiple appointments, as each Empl Record may have different accruals and job details.

- **Eligibility Group:** Displays the leave accrual policy or group the employee belongs to, based on job classification and union representation. This determines which types of leave the employee is eligible to accrue.

- **Department:** Shows the department name or code associated with the employee's job appointment. This can help verify that you're viewing the correct record for leave reporting.

- **Position:** Displays the unique position number tied to the employee's appointment.

- **Job Code:** Represents the classification of the employee's job. This code defines the job title, level and associated policies (such as leave eligibility and accrual rules).

- **Pay Period Hours:** This column displays the hours for each appointment in the period that are eligible for leave accruals.

- **Service:** This column indicates whether the employee earned a qualifying month of service credit, shown as **'Y'** for Yes or **'N'** for No.

- **Vacation Factor:** The rate at which vacation hours accrue per eligible hour worked during the pay period. This factor varies depending on employee type, appointment, and service length.

- **Vacation Accrued:** The number of vacation hours earned during the current pay period. Calculated using the **Vacation Factor** multiplied by **Pay Period Hours**.

- **Sick Factor:** The rate at which sick leave hours accrue per eligible hour worked. This is generally a fixed rate based on policy or collective bargaining agreements.

- **Sick Accrued:** The number of sick leave hours earned in the pay period, based on the **Sick Factor** and hours worked.

- **PTO Factor:** The rate at which **Paid Time Off (PTO)** accrues per hour worked, if the employee is eligible for a PTO plan. This factor replaces separate vacation and sick accruals in applicable job classifications.

- **PTO Accrued:** The number of PTO hours earned during the pay period. This is calculated using the **PTO Factor** multiplied by the eligible Pay Period Hours.

Leave Balances for Staff Employees

Career Employees

Leave balances for monthly employees are updated at the end of the pay period after the month is taken or earned. For example, leave taken in August shows in their balance after the processing at the end of September.

Leave balances for biweekly employees are updated in the pay period in which the employee took or earned the leave. For example, leave taken in the first half of January is updated during processing for the first half of January.

Admin - Review Absence Balance

As of Date: 12/31/2024

LVD-Alexis LVD-Mamann

Current Balance   Personalize | Find | 📷 | 📊   First ◄ 1-5 of 5 ► Last

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Vacation	43.99	0.00	9.23	0.00	53.22	240.00
Sick	31.19	0.00	7.38	0.00	38.58	0.00
Employment Service Months	42.00	0.00	0.00	0.00	42.00	0.00
Regular Comp Time	10.07	2.00	0.00	0.00	8.07	0.00

Disclaimer: Ending balances only reflect absences that have been processed as of the date displayed. For questions regarding FMLA.

Per Diem Employees

Per Diem employees receive 8 hours of paid sick leave per calendar year, with the new allotment provided each January 1.

They may carry over unused sick leave from the previous year. However, they cannot carry more than 16 hours at any time.

For new Per Diem hires, the paid sick leave will be credited and available for use on the next working day following the employee's first monthly or quadriweekly pay cycle.

Admin - Review Absence Balance					
As of Date: 09/30/2024					
		LVD-Amanda LVD-Kha			
Current Balance		Personalize | Find |		First 1-5 of 5 Last	
Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance
Employment Service Months	37.00	0.00	0.00	0.00	37.00
Per diem Sick Leave Bank	0.00	4.00	8.00	0.00	4.00
Protected Hours Used	0.00	4.00	0.00	0.00	4.00

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,

Leave Balances for Academic Employees

Academic Employees Eligible for Sabbatical Leave

The **Current Balance** section includes **Sabbatical Leave** credit and an **Academic Sick Leave Bank**.

Admin - Review Absence Balance					
As of Date: 01/31/2025					
		LVD-Eva LVD-Mullainathan			
Current Balance		Personalize | Find |		First 1-3 of 3 Last	
Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance
Sabbatical Leave	3.00	0.00	0.00	0.00	3.00
Employment Service Months	126.00	0.00	1.00	0.00	127.00
Academic Sick Leave Bank	0.00	0.00	48.00	0.00	48.00

Disclaimer: Ending balances only reflect absences that have been processed as of the date displayed. For questions regarding FMLA, PFCB, U18 PFCB balance, academic sick leave bank balance, please contact your local leave, HR, or academic personnel

The 0.00 in the **Earned** column for **Sabbatical Leave** seems to indicate that the employee has not earned any sabbatical credits for the period. However, sabbatical credits do not appear on this page until the credits are a whole number.

Eligible academic appointees with a paid appointment of at least thirty calendar days in a calendar year will receive an **Academic Sick Leave Bank** that can be used for the same purposes as accrued paid sick leave.

The bank is provided upfront, based on the original appointment percentage. Appointees with a full-time appointment (100% FTE) will receive 48 hours (6 days). Appointees with a part-time appointment will receive the same number of days, with the hours prorated based on their appointment percentage.

Hours remaining in the **Academic Sick Leave Bank** do not carry over annually. The remaining balance resets on January 1 and will be updated on UCPath after the accrual process is completed for the January paychecks.

> ⚠ If an appointee has multiple appointments or if their FTE changes on an appointment with an academic bank, Locations are responsible for initiating any necessary adjustments to academic sick leave balances.

Accruing Academic Employees

Accruing academic appointees earn sick leave proportionate to their work hours. For example, a 25% appointment will earn about 2 hours of paid sick leave per month.

The threshold for sick leave accrual has been removed, meaning all employees in eligible titles can now accrue paid sick leave, regardless of their appointment percentage.

Postdoc Employees

Post Doc employees receive their full annual allotment of **Post Doc PTO** and **Post Doc Sick** leave at the start of each anniversary year. These accruals are front-loaded, meaning the entire year's balance is granted at once. Post Docs do not accrue leave on a monthly or quadri-weekly basis.

The front-loaded leave accrual amount is prorated for the year based on the employee's Expected End Date on the Job Data page.

Unused **Post Doc PTO** does not carry over to the next accrual year. Unused Post Doc Sick does carry over to the next accrual year.

Admin - Review Absence Balance					
As of Date: 09/30/2024					
	LVD-Ursula LVD-Rouland				
Current Balance			Personalize | Find |	First ◀ 1-3 of 3 ▶ Last	
Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance
Employment Service Months	31.00	0.00	1.00	0.00	32.00
Post Doc PTO	192.00	0.00	0.00	0.00	192.00
Post Doc Sick	96.00	0.00	0.00	0.00	96.00

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

Note: Non-exempt Postdocs (Job Code 003255) receive sick leave based on their FTE.

Employees Without Leave Balances

If an employee does not have any leave accruals for the selected period, a message in red text will appear stating: **There are no Absence Balances to display**.

Remember that changing the **As of Date** may display balances for other periods.

Adjustments

For additional support on how to correct or adjust an employee's absence balance data, refer to the ***Accrual and Leave Accrual Service Credit Processing Guide for Locations*** job aid.