Overview
This job aid provides two scenarios for partial sabbatical leave requests entered by a Location and how UCPC Workforce Administration (WFA) enters those leaves into the Job Data component. This job aid also describes how the partial sabbatical entries impact other areas of UCPath, including Absence Management, Benefits, Payroll and General Ledger.

♦ Scenario 1: Partial Sabbatical, No Pay Supplement
♦ Scenario 2: Partial Sabbatical, With Pay Supplement

UCPath Help Resources
Refer to the following resources on the UCPath Help site for guidance.

♦ Simulations:
  ♦ Initiate Partial Sabbatical Leave of Absence
  ♦ Review Leave Monitoring Report
  ♦ View Employee Absence Balance Data

♦ Job Aid:
  ♦ Extended Absence Request Leaves and Descriptions
Scenario 1: Partial Sabbatical, No Pay Supplement:
Location submitted a Partial Sabbatical leave of absence request in UCPATH for an AY professor where 67% of their salary is paid and 33% is not paid during the sabbatical leave.

UCPC WFA

1. UCPC WFA updates Job Data to place the employee on Sabbatical leave.
   - Job Data Effective Date is from the Pay Period Begin Date on the AY Academics tab on the leave request.
     - Note: If employee is FY Academic, then Effective Date is from the Start Date on the Extended Absence Details tab on the leave request.
   - Job Data Action and Action Reason are based on the type of leave, such as Paid Leave of Absence and Faculty Sab in Res – Partial Pay.
   - Job Data Expected Return Date is from the Pay Period End Date (or Pay Period Return Date if entered) on the leave request.
     - Note: If Expected Job End Date is on or prior to Expected Return Date, then UCPC WFA informs the Location that one or the other must be updated.
   - Job Data Last Date Worked defaults to one day prior to the Effective Date entered in Job Data. If a different date appears in the Last Date Worked field in the leave request, then the default date in Job Data is overridden and the date on the leave request is entered into Job Data.

UCPC WFA updates Job Earnings Distribution (JED).
   - If Earnings Distribution Type is already By Amount (for example, negotiated component of HSCP, NSTP):
     - Amount of Distribution fields are updated for the existing Earnings Codes based on the calculated amounts submitted by the Location in Comments on the leave request.
     - Row added for Earnings Code of LPJ (Leave No Pay JED) and Amount of Distribution.
   - If Earnings Distribution Type is None:
     - Earnings Distribution Type is updated to By Percent.
     - Row added for Earnings Code of REG and Percent of distribution is 67.
     - Row added for Earnings Code of LPJ and Percent of distribution is 33.
## Job Aid: Partial Sabbaticals – UCPC Impacts

### UCPC WFA

2. UCPC WFA adds future Job Data row to return the employee from Sabbatical leave.
   - **Job Data Effective Date** is from the Pay Period Return Date on the AY Academics tab on the leave request.
     - **Note:** If employee is FY Academic, then the Effective Date of the return is from the Expected Return Date (or Actual Return Date) on the Extended Absence Details tab.
   - **Job Data Action** and **Action Reason** are Return from Leave.
   - UCPC WFA updates JED on the future-dated row.
     - If **Earnings Distribution Type** is By Amount, then LPJ row is removed and **Amount of Distribution** fields are updated.
     - If **Earnings Distribution Type** is By Percent, then **Earnings Distribution Type** is updated to None and the two rows for REG and LPJ are cleared to return earnings to 100% regular pay as of the Effective Date entered for the return from leave.
   - **Note:** If employee has multiple Empl Records, then all Empl Records are updated to reflect same leave of absence unless indicated in the Exclude Jobs field on the leave request.

### UCPC Absence Management

- Credit entered in the **Sabbatical Credits Used** field of leave request automatically decrements the employee’s accruals after next monthly pay cycle.
  - A blank **Sabbatical Credits Used** field will not decrement the employee’s accruals.
- Sabbatical Credits also can be submitted through **Manage Accruals**.
  - Submitting sabbatical credits through both extended absence and **Manage Accruals** will cause duplication of credits.
- Locations can review the **Leave Monitoring** report or navigate to the **Admin- Review Absence Balances** page to view updated accruals.

### UCPC Benefits

- **No impact.**
## Job Aid: Partial Sabbaticals – UCPC Impacts

<table>
<thead>
<tr>
<th>UCPC Payroll</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>♦ Employee is paid <strong>67%</strong> of salary on base salary earn code(s) during partial sabbatical leave.</td>
<td></td>
</tr>
<tr>
<td>♦ Employee is <strong>not paid</strong> the <strong>33%</strong> of salary associated to the LPJ earn code because this does not add to gross pay.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UCPC General Ledger</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>♦ A salary expense transaction line is added in the Labor Ledger Salary Detail table, displaying the <strong>67% of salary paid</strong> on base salary earn code(s) during partial sabbatical leave.</td>
<td></td>
</tr>
<tr>
<td>♦ There is no salary expense transaction line for the LPJ because the employee is not paid this portion.</td>
<td></td>
</tr>
</tbody>
</table>
Job Aid: Partial Sabbaticals – UCPC Impacts

Scenario 2: Partial Sabbatical, With Pay Supplement:
Location has submitted a Partial Sabbatical leave of absence request in UCPath for an AY professor where 67% of their salary is paid and 33% is supplemental pay during the sabbatical leave.

**UCPC WFA**

1. UCPC WFA updates Job Data to place the employee on Sabbatical leave.
   - **Job Data Effective Date** is from the Pay Period Begin Date on the AY Academics tab on the leave request.
     - **Note:** If employee is FY Academic, then the Effective Date is from the Start Date on the Extended Absence Details tab on the leave request.
   - **Job Data Action** and **Action Reason** are based on the type of leave, such as Paid Leave of Absence and Faculty Sab in Res – Partial Pay.
   - **Job Data Expected Return Date** is from the Pay Period End Date (or Pay Period Return Date if entered) on the leave request.
     - **Note:** If Expected Job End Date is on or prior to Expected Return Date, then UCPC WFA informs the Location that one or the other must be updated.
   - **Job Data Last Date Worked** defaults to one day prior to the Effective Date entered in Job Data. If a different date appears in the Last Date Worked field in the leave request, then the default date in Job Data is overridden and the date on the leave request is entered into Job Data.
   - **Job Earnings Distribution** (JED) entry is not required because both the Sabbatical and Sabbatical Supplement will be paid on the REG earn code.

2. UCPC WFA adds future Job Data row to return the employee from Sabbatical leave.
   - **Job Data Effective Date** is from the Pay Period Return Date on the AY Academics tab on the leave request.
     - **Note:** If employee is FY Academic, then the Effective Date of the return is from the Expected Return Date (or Actual Return Date) on the Extended Absence Details tab.
   - **Job Data Action** and **Action Reason** are Return from Leave.
   - No changes to JED needed.
   - **Note:** If employee has multiple Empl Records, then all Empl Records are updated to reflect same leave of absence unless indicated in the Exclude Jobs field of the leave request.
# Job Aid: Partial Sabbaticals – UCPC Impacts

## UCPC Absence Management
- Credit entered in the **Sabbatical Credits Used** field of leave request automatically decrements the employee’s accruals after next monthly pay cycle.
  - A blank **Sabbatical Credits Used** field will not decrement the employee's accruals.
- Sabbatical Credits also can be submitted through **Manage Accruals**.
  - Submitting sabbatical credits through both extended absence and **Manage Accruals** will cause duplication of credits.
- Locations can review the **Leave Monitoring** report or navigate to the **Admin- Review Absence Balances** page to view updated accruals.

## UCPC Benefits
- No impact.

## UCPC Payroll
- Employee is paid 100% of salary on **REG** earn code during partial sabbatical leave.

## UCPC General Ledger
- A salary expense transaction line is added in the **Labor Ledger Salary Detail** table, displaying the 100% of salary paid on the **REG** earn code during partial sabbatical leave.
- The sabbatical and sabbatical supplement portions that make up the **REG** earnings are distributed to different funding sources.
  - Locations must set up this funding distribution in **Funding Entry**.