

Job Aid: Accrual and Leave Accrual Service Credit Processing Guide for Locations

The purpose of this document is to outline the procedure for locations to request corrections to accruals.

Use Case	Accruals & Service Adjustment eForm (UCPath Forms Library)	State Agency Service Verification eForm (UCPath Forms Library)	Case-Ask UCPATH	Manage Accruals Page in UCPATH	Manual with I-181/E-084 Files	Time System	Notes
<p>Leave accruals incorrect post-conversion</p> <p>Accruals do not match the accrual balance in PPS</p>	X						<p>Navigate to UCPATH > Forms Library > Access Forms > Accruals Management > Accrual & Service Adjustment Request.</p> <p>Example 1: Converted balances incorrect due to work compensation hours adjustment not processed in PPS <u>prior to</u> conversion.</p> <p>Example 2: Converted balances incorrect due to incorrect employee classification and incorrect hours accrual in PPS <u>prior to</u> conversion.</p> <p>Example 3: Converted balances incorrect due to takes not processed in PPS <u>prior to</u> conversion.</p>

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<p>Leave accrual service credit incorrect post-conversion PPS time did not convert correctly.</p>	X						<p>Navigate to UCPATH > Forms Library > Access Forms > Accruals Management > Accrual & Service Adjustment Request.</p> <p>Example 1: Converted balances incorrect due to work compensation hours adjustment not processed in PPS.</p> <p>Example 2: Converted balances incorrect due to incorrect employee classification and incorrect hours accrual in PPS.</p> <p>Example 3: Converted balances incorrect due to takes not processed in PPS <u>prior</u> to conversion.</p>

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UC Leave Accrual Service Credit incorrect Employee transferred from another UC campus.	X						Navigate to UCPATH > Forms Library > Access Forms > Accruals Management > Accrual & Service Adjustment Request. Example: Converted service months balance does not include prior service at (insert UC Location).
State Agency Service Verification Employee worked for California State University (CSU) or a California State Agency.		X					Navigate to UCPATH > Forms Library > Access Forms > Accruals Management > Accrual & Service Adjustment Request.
Correct keyed leave takes <u>within</u> one pay period						X	Employee should correct in timekeeping system.

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Correct keyed leave takes <u>beyond</u> one pay period					X		Refer to the <i>Enter Manage Accrual Transactions</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > PHCMABML201: Employee Accrual Adjustments.
Curtailment accruals incorrect						X	Employee corrects in the timekeeping system to the earnings code LVC for exempt or LVN for non-exempt.
Incorrect earnings code used <u>within</u> one pay period						X	Employee should correct in timekeeping system.
Incorrect earnings code used <u>past</u> one pay period					X		Refer to the <i>Enter Manage Accrual Transactions</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > PHCMABML201: Employee Accrual Adjustments.

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<p>Did not accrue correct accrual hours Accruals not calculated correctly in UCPATH and are not related to conversion.</p>			X				<p>Examples: -Pay Frequency changes -Changes to employee's eligibility</p>
<p>Workers' Compensation hours require correction Employee returns money for used accruals for accrual restoration.</p>			X				<p>This may require a UCPATH eForm if an adjustment is needed on balances <u>prior</u> to the PPS to UCPATH conversion.</p>
<p>Donations to Catastrophic Leave Employee donates Vacation or Paid Time Off (PTO) to Catastrophic Leave Bank or a specific employee.</p>				X			<p>Refer to the <i>Enter Catastrophic Leave Donation</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > PHCMABML201: Employee Accrual Adjustments.</p>

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<p>Donations from Catastrophic Leave Employee receives Catastrophic Leave donation.</p>				X			Refer to the <i>Enter Catastrophic Leave Donation</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > PHCMABML201: Employee Accrual Adjustments.
<p>FY Faculty Additional Compensation Vacation Adjustment Per policy, FY Faculty who earn additional compensation must use accrued vacation days and perform the work during vacation time. Refer to APM – 600 (Part 14, Section e) for limits.</p>				X	X	X	

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<p>Vacation Lapse/Forfeiture</p> <p>A fiscal-year appointee accrues vacation credits during sabbatical leave. These credits can only be used during the same sabbatical leave and lapse if unused (per APM 740 (Part 4, Section f) and require adjustment.</p>	X						
<p>Sabbatical Credit Adjustments</p> <p>Sabbatical credits that require adjustment due to accrual error, incorrect deduction, or to convert credits due to a transfer between a quarter campus and a semester campus.</p> <p>Employee uses sabbatical leave to work at another UC Location.</p>				X			<p>Refer to the <i>Enter Sabbatical Credit Adjustments</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > PHCMABML201: Employee Accrual Adjustments.</p>

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Prior pay period takes adjustment post one pay period					X		Load via the I-181/E-084 file. If using the I-181/E-084 file, refer to the <i>Complete the Text File Template for Manage Accruals</i> job aid. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > PHCMABML201: Employee Accrual Adjustments.

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<p>Post Doc Accrual Adjustments</p> <p>Post Doc not receiving accruals on anniversary date.</p> <p>Post Doc PTO accruals zeroed out.</p>							<p>Update the Post Doc Anniversary Date year for the Post Doc using PayPath prior to the Post Doc's anniversary date. (The Post Doc Anniversary Date field resides in Job Data > UC Job Data.) The current year is required in the Post Doc Anniversary Date field in order for the Post Doc to get accruals.</p> <p>Refer to the <i>Initiate Multi-Row Job Data Change PayPath Transaction (Staff/Acad)</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Workforce Administration > PHCMWFAL270: PayPath Transactions. The Action and Reason combination for updating Post Doc Anniversary Date is: Action: DTA Reason: PST</p>

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Adjust Post Doc Sick and/or Post Doc PTO Accrual Balances				X			Refer to the <i>Enter Manage Accrual Transactions</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > PHCMABML201: Employee Accrual Adjustments. Accrual adjustments do not appear on pay statements. UC Locations can adjust Post Doc sick and Post Doc PTO accrual balances. Submit a case to UCPATH Center to adjust sick accrual and vacation/PTO accrual balances for all other employee classifications.
Post Doc Sick transfer Employee has transferred from a Post Doc position to a non-Post Doc position.	X						Post Doc sick balance can be converted to the regular sick balance, for their new position, regardless of their sick eligibility.

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FMLA/CFRA/PDLL Balance Adjustments Incorrect FMLA, CFRA and/or PDLL balances for the employee. Note that an approved UCPATH Extended Absence Request must exist for the employee in order to adjust the balance(s).				X			Refer to the <i>Enter FMLA/CFRA/PDLL Adjustments</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > PHCMABML201: Employee Accrual Adjustments .
Rehired retiree with sick balances Converted sick balances remain for rehired retirees.	X						If the employee was rehired within 180 days of termination, submit the eForm to adjust any sick time that was previously converted to service credit towards retirement.
Adjustment to balances as a result of a Settlement agreement			X				Submit as a Settlement agreement case. All necessary updates handled via the case.

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<p>Incorrect vacation factor for employees covered by the Administrative and Professional Staff program</p> <p>Employees covered as of June 30, 1996 and have not experienced a break in service of four or more months.</p>			X				Vacation factor is based on service months and leave accrual service months in UCPATH.
<p>PTO / Vacation Balance transfer</p> <p>Employee's eligibility group changed from PTO to Vacation.</p> <p>Employee's eligibility group changed from Vacation to PTO.</p>	X						