This Job Aid supports information learned in ***ABML201: Absence Management Inquiry***

Use Manage Accruals to enter accrual transactions for payouts, takes, adjustments, and hours in the following situations:

- Employees do not enter timesheets (for hours/exceptions) in a time and attendance system.

- You need to adjust hours for multiple employees.

- You have entries not included in the file generated from the time and attendance system, such as missed hours submitted prior to the payroll deadline.

Navigation:

PeopleSoft Homepage > Absence Administration > Manage Accruals/Balances > **Manage Accruals**

Accessing Manage Accruals

When you navigate to the **Manage Accruals** page, UCPath displays the **Add a New Value** button, which you use to search for existing accrual adjustments.

- Select the **Add a New Value** button

- Enter your Business Unit in the **Set ID** field.

- Enter the **Department Code** into the **Department** field.

- Enter the **Employee Classification** code or select the **Look Up Employee Classification** button.

- Select the **Add** button

Adjustment/Payout Tab

Use the **Adjustment/Payout** tab to enter Manage Accruals transactions. Refer to the following list for explanations of each field.

- **Empl ID:** The employee's ID number.

- **Name:** This field auto-populates the employee's full name.

- **Rcd #:** The field defaults to 0 and designates the employee's job record number. This field is important for employees who have multiple UC jobs/appointments but it does not impact payout lines.

- ***Begin Date:** The effective start date of the accrual adjustment.

- **End Date:** The end date of the accrual adjustment.

- **Adjustment/Payout/Take:** Specifies the type of transaction adjustment to balance, payout of leave, or time taken.

- **Earn Code:** Indicates the type of leave or pay being adjusted (for example, VAC for Vacation, SKL for Sick Leave). Choose the appropriate code based on the type of transaction.

- **Absence Element:** This factor links the transaction to the appropriate absence management rule, helping the system categorize the transaction correctly in reporting and balances.

- **Hours/Credits:** Enter the number of hours to be added, removed, or paid out based on the type of transaction selected.

- **FMLA/CFRA/PDLL/ USAGE?**: In most cases, this field defaults to N (No). Additional options are:

  - **A-FMLA:** Updates only the FMLA entitlement balance.

  - **B-CFRA:** Updates only the CFRA entitlement balance.

  - **C-PDLL:** Updates only the PDLL entitlement balance.

  - **D-FMLA/CFRA:** Updates both the FMLA and CFRA entitlement balances.

  - **E-FMLA/PDLL:** Updates both the FMLA and PDLL entitlement balances.

  - **P-Expansion Paid Sick Leave:** Updates the protected sick leave balance.

  - **Y-Yes:** Updates the applicable FMLA entitlement balance. When selecting this value, an Extended Absence Request must exist for the date range.

- **Comments:** Use this field to include notes providing context or justification for the transaction.

Enter Payout Transaction

Use a **Payout** transaction when an employee is receiving a one-time cash-out of accrued leave such as vacation or compensatory time. Payout transactions impact the balance of the selected leave type and trigger payroll activity.

- Enter the employee's **Empl ID**. The **Name** field auto-populates with the employee's information.

- The **Rcd#** field defaults to 0 and designates the emplyee's job record number. This field is important for employees who have multiple UC jobs/appointments, but it does not impact payout lines.

- Enter the **Begin Date** and **End Date** of the transaction.

> – For payouts, use a historic or current pay period. The **End Date** can be the same as the **Begin Date** or you can enter a date range.

- Select the button to the right of the **Adjustment/Payout/Take** field and select **Payout** from the list of values.

- Enter the appropriate **Earn Code**. You can type this information or use the magnifying glass lookup icon 🔍 to the right of the field to search for an earn code.

- The **Absence Element** field will auto-populate based on the **Earn Code** entered.

- Enter the appropriate amount of hours in the **Hours/ Credits** field. When entering payouts, positive values reduce the balance of the associated accrual bank.

- The **FMLA/ CFRA/ PDLL USAGE** field defaults to **No**. Accept this value.

- In the **Comments** field, enter the appropriate details related to the transaction.

> ⚠ To enter an additional transaction for an employee in the same department and employee class, select the Add a new row button.

Enter Take Transactions

Use a **Take** transaction to record a specific period of leave taken that should impact the employee's leave balance. Take transactions process through Absence Management and deduct hours from the appropriate leave type, but they do not result in additional pay through Payroll.

- Enter the employee's **Empl ID**. The Name field auto-populates with the employee's information.

- The **Rcd #** field defaults to 0 and designates the employee's job record number. This field is important for employees who have multiple UC jobs/appointments.

  o Select the appropriate employee **Rcd #**.

- Enter the **Begin Date** and **End Date** of the transaction.

  o Enter a row, for each day when entering **Take** transactions. This means the **End Date** must be the same as the **Begin Date**.

- Select the button to the right of the **Adjustment/Payout/Take** field and select **Take** from the list of values.

- Enter the appropriate **Earn Code**. You can type this information or use the magnifying glass lookup icon 🔍 to the right of the field to search for an earn code.

- The **Absence Element** field will auto-populate based on the **Earn Code** entered.

- Enter the appropriate amount of hours in the **Hours/ Credits** field. When entering **Takes**, positive values reduce the balance of the associated accrual bank and negative values increase the balance.

- The **FMLA/ CFRA/ PDLL USAGE** field defaults to **No**. Accept this value.

- In the **Comments** field, enter the appropriate details related to the transaction.

⚠ If you select **Take** in the Adjustment/Payout/Take field for a leave accrual adjustment, you can select the appropriate **FMLA/CFRA/PDLL USAGE?** value to indicate the adjustment should count toward the employee's FMLA, CFRA, PDLL, or Protected Sick Leave entitlement.

Enter Adjustment Transactions

Use an **Adjustment** transaction to manually add to or subtract from an employee's leave balance. **Adjustments** impact the balance of the selected leave type, but they do not trigger any payroll activity.

- Enter the employee's **Empl ID**. The Name field auto-populates with the employee's information.

- Enter the **Begin Date** and **End Date** of the transaction.

- Use historic or current pay period dates for **Adjustment** transactions. Do not use future dates. Future dates are not processed until the future pay period is processed. You can enter a date range for **Adjustment** transactions, or you can adjust up to 24 hours on a row if the **Begin Date** and **End Date** are the same date.

- Select the button to the right of the **Adjustment/Payout/Take** field. Select **Adjustment** from the list of values.

- Enter the appropriate **Earn Code**. You can type this information or use the magnifying glass lookup icon 🔍 to the right of the field to search for an earn code.

- The **Absence Element** field will auto-populate based on the **Earn Code** entered.

- Enter the appropriate amount of hours in the **Hours/Credits** field. When entering Adjustments, positive hours increase the balance of the associated accrual bank and negative values decrease the employee's balance.

- The **FMLA/ CFRA/ PDLL USAGE** field defaults to **No**. Accept this value.

- In the **Comments** field, enter the appropriate details related to the adjustment.

Enter Hour Transactions

Use **Hour** transactions when the employee requires pay and the deadline for sending the I-181 file has passed. **Hour** transactions process through UCPath Payroll, but do not process through Absence Management and do not impact leave balances.

- Enter the employee's **Empl ID**. The **Name** field auto-populates with the employee's information.

- Enter the **Begin Date** and **End Date** of the transaction.

  - Enter a row for each day when entering **Hour** transactions. This means the **End Date** must be the same as the **Begin Date**.

- Select the button to the right of the **Adjustment/Payout/Take** field. Select **Hour** from the list of values.

- Enter the appropriate **Earn Code**. You can type this information or use the magnifying glass lookup icon 🔍 to the right of the field to search for an earn code.

- The **Absence Element** field will auto-populate based on the **Earn Code** entered.

- Enter the appropriate amount of hours in the **Hours/Credits** field. When entering Hour transactions, positive values add and negative values reverse.

- The **FMLA/ CFRA/ PDLL USAGE** field defaults to **No**. Accept this value.

- In the **Comments** field, enter the appropriate details related to the transaction.

Enter Other Transactions

Use **Other** transactions to adjust an employee's FMLA, CFRA, PDLL, or Protected Sick Leave balance. **Other** transactions impact an employee's accrual balance but do impact or generate payroll.

- Enter the employee's **Empl ID**. The **Name** field auto-populates with the employee's information.

- Enter the **Begin Date** and **End Date** of the transaction.

  o For **Other** transactions, use a historic or current pay period. The **End Date** can be the same as the **Begin Date** or you can enter a date range.

- Select the button to the right of the **Adjustment/Payout/Take** field. Select **Other** from the list of values.

- The **Earn Code** field disappears, and the **Absence Element** field opens for edits. Enter the appropriate **Absence Element** or use the magnifying glass lookup icon 🔍 to the right of the field to search for an **Absence Element**.

- Enter the appropriate amount of hours in the **Hours/Credits** field. When entering **Other** transactions, positive values increase the balance of the associated accrual bank and negative values decrease the balance.

- Since this is an **Other** accrual type the FMLA/CFRA/PDLL Usage? field updates based on the **Absence Element**. Confirm this is the appropriate code. If the code is incorrect, select the magnifying glass lookup icon 🔍 for additional options.

- In the **Comments** field, enter the appropriate details related to the transaction.

Overriding Chart Field Details

If a funding accounting unit (FAU) override is necessary, use the **Chart Field Details** tab to enter the details.

Submitting Manage Accruals

- Select the **Submit** button to route entries for Location approval using the Approval Workflow Engine (AWE). Note that UCPath is not involved in the Manage Accruals process or approvals.

- The status updates as the transaction moves through the approval process.

Review Manage Accruals

- Enter your criteria and select the **Search** button to find the appropriate transaction. You can also leave the fields blank to view all transactions you have access to.

- In this example, the search was completed using **Department** and **Employee Classification.**

- The **Search Results** section displays the transactions that match the search criteria you entered. Select the appropriate **Transaction ID** link to display its details on the Manage Accrual page.

- The Manage Accrual page displays the transaction details. The header information includes the **Transaction ID** number, **Dept Setid**, **Department** number and **Employee Class**

- The **Absence Element** field automatically defaults based on the selected **Earn Code**.

- The **Hours/Credits** field indicates the number of hours being adjusted, taken, paid out, donated, or received.

- When a value entered in the **FMLA/CFRA/PDLL USAGE?** field, the employee's available balance of FMLA, CFRA, and/or PDLL eligible hours is reduced.

- The approval status monitor (the **Manage Accruals Stage 10** section in this example) displays the approval workflow details, including completed and pending approvals.