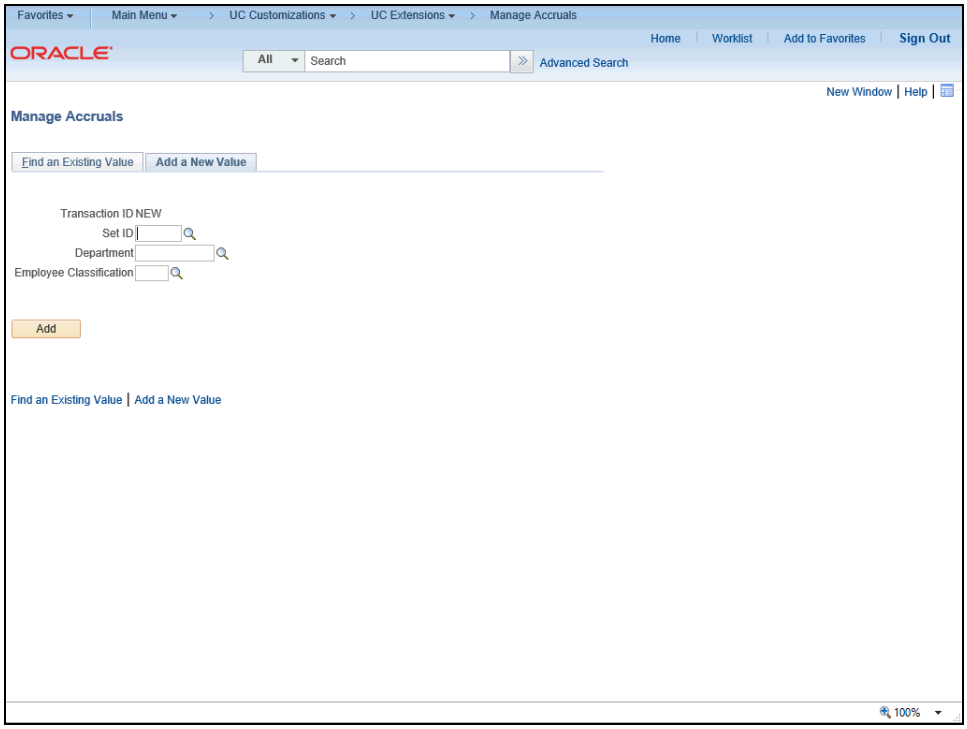
Use this task to enter a vacation take transaction.

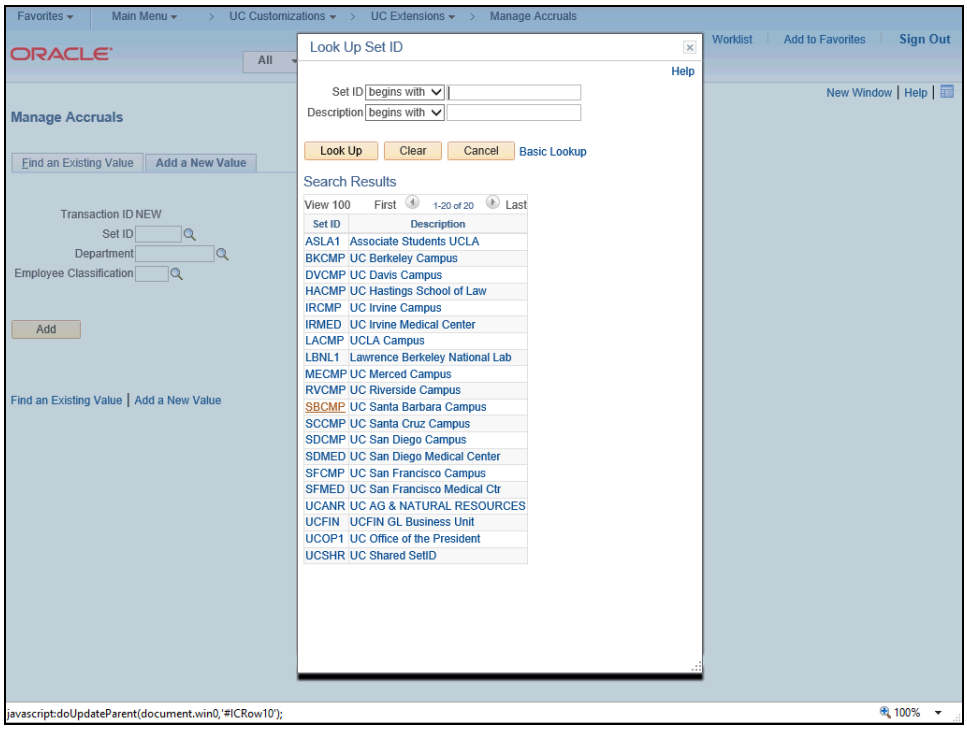
Vacation takes entered on the **Manage Accrual** page generate pay, reduce the employee's vacation accrual balance and appear on the employee's pay statement. The same steps can be used to enter other types of takes on the **Manage Accrual** page using other take earnings code.

Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > **Manage Accruals**

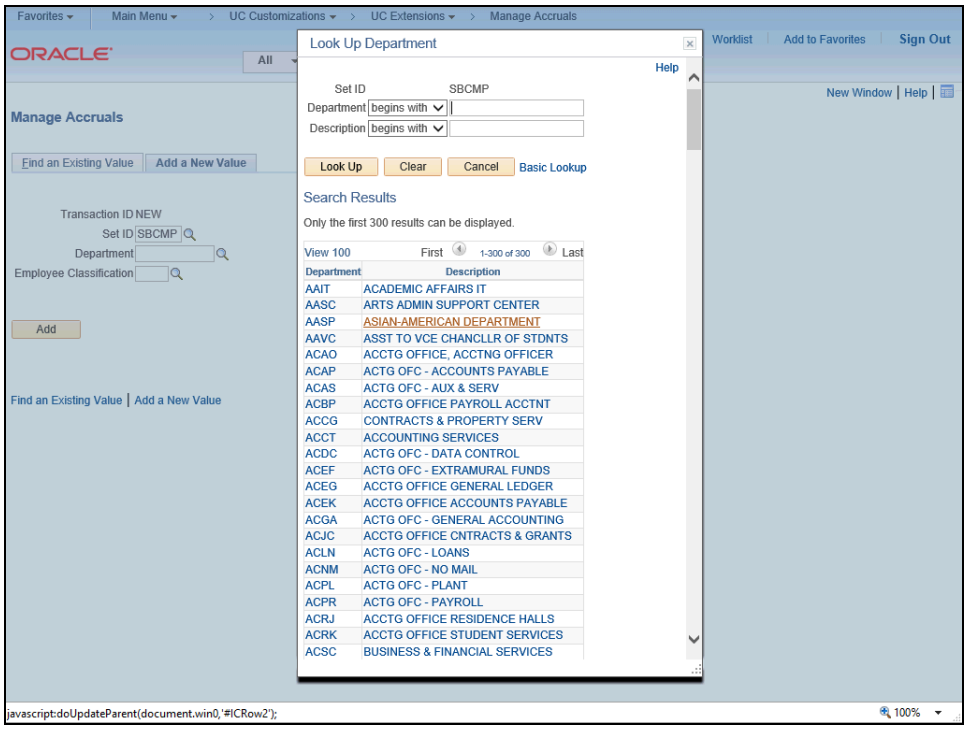
Note: This page also may be available in Workcenter depending on your security access.



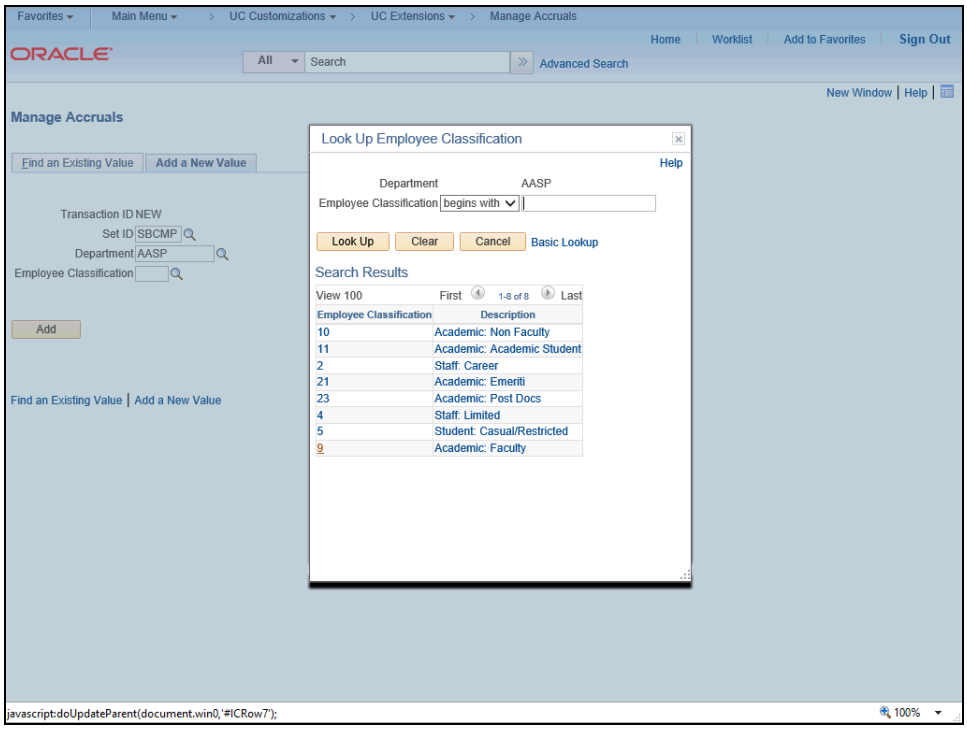
Step	Action
1.	UCPath displays the **Find an Existing Value** tab, which you use to search for existing transactions Click the **Add a New Value** tab to enter a new vacation take. Add a New Value
2.	Click the **Look Up Set ID** button.



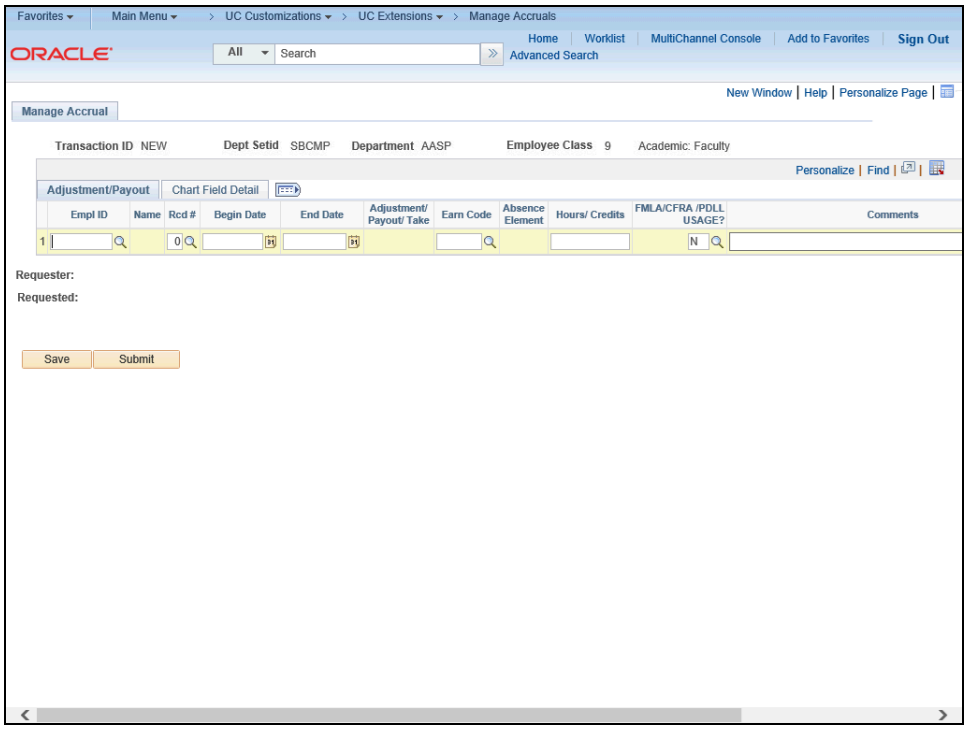
Step	Action
3.	Click the **SBCMP** link.
4.	Click the **Look Up Department** button.



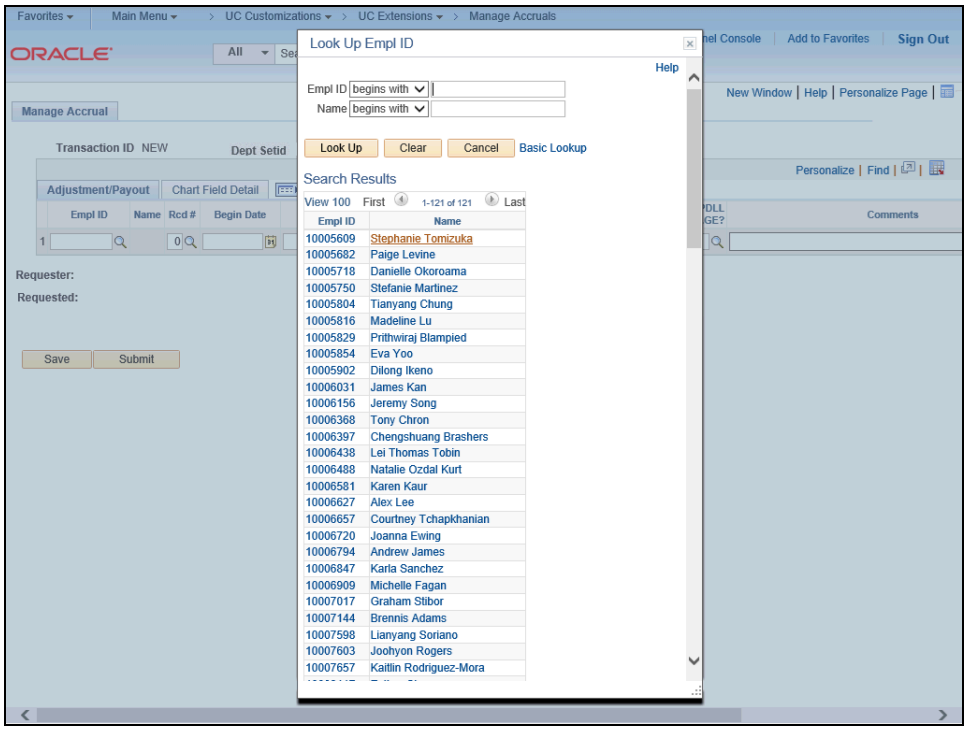
Step	Action
5.	Click the **ASIAN-AMERICAN DEPARTMENT** link.
6.	Click the **Look Up Employee Classification** button.



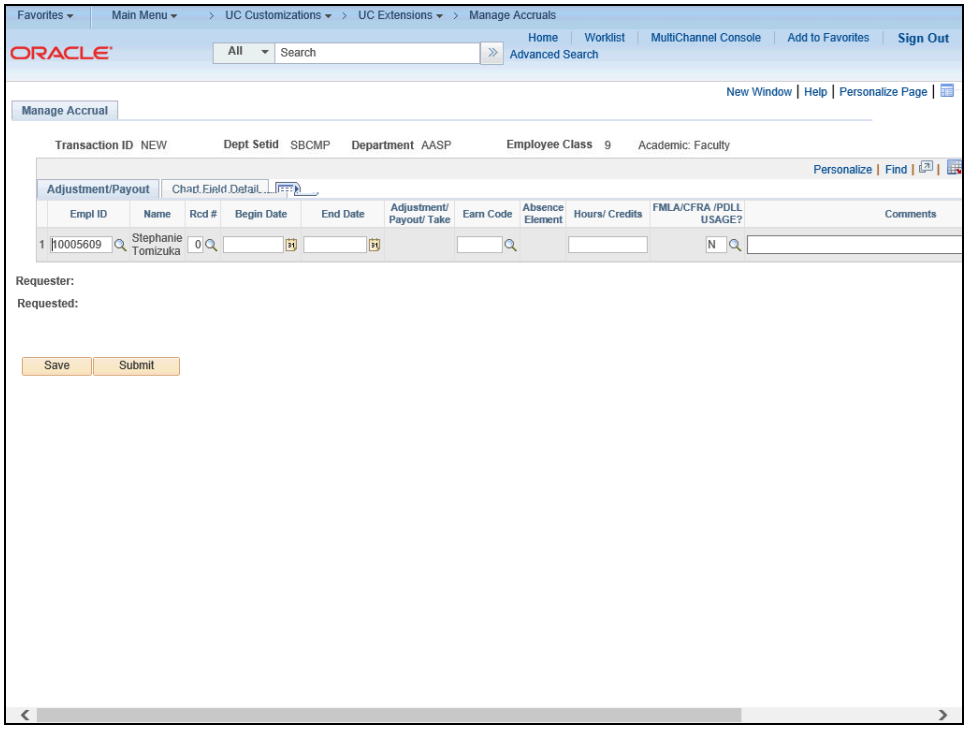
Step	Action
7.	Click the **9** link.
8.	Click the **Add** button.



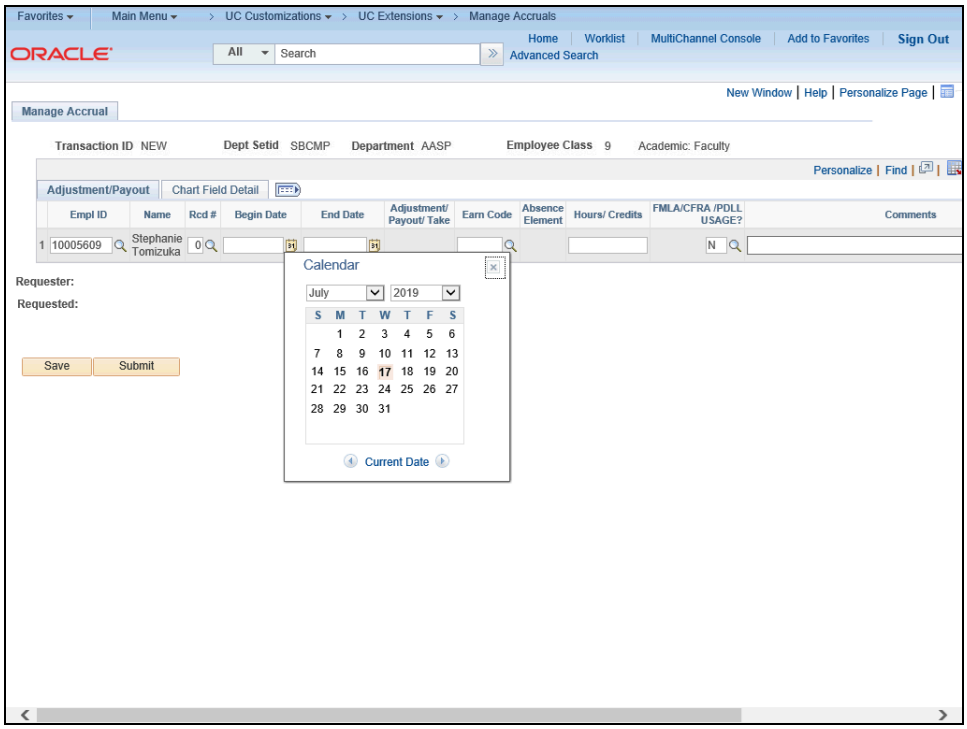
Step	Action
9.	Click the **Look Up Empl ID** button.



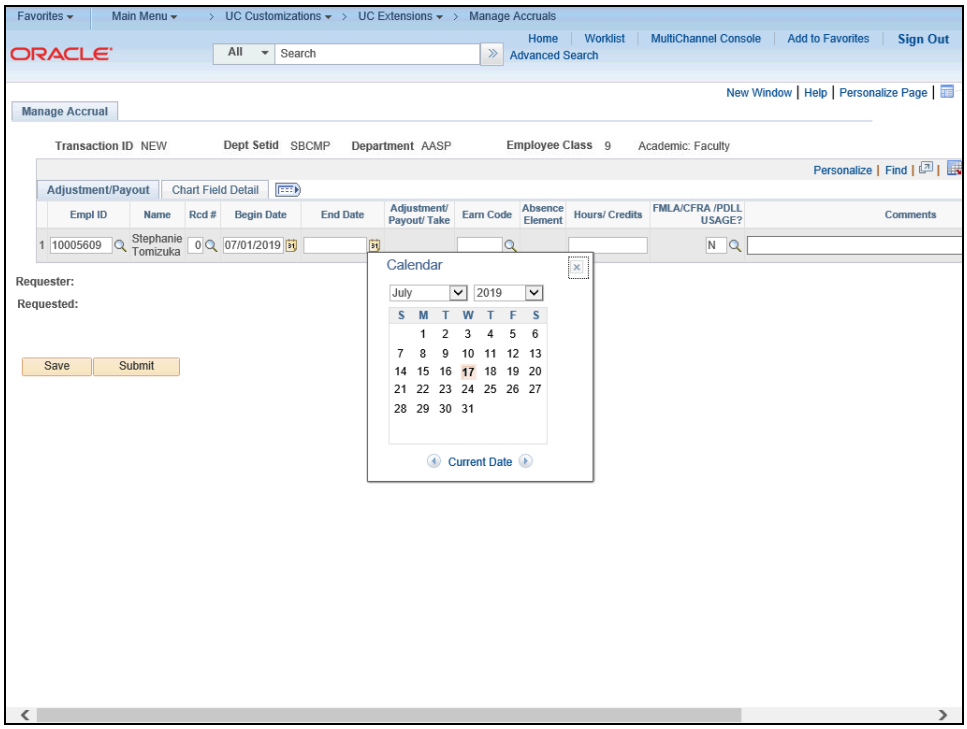
Step	Action
10.	Remember that each transaction contains leave types for a specific department and employee class. Therefore, the employee list is restricted to those employees matching the values you entered on the **Add a New Value** page. For this example, click the **Stephanie Tomizuka** list item. Stephanie Tomizuka



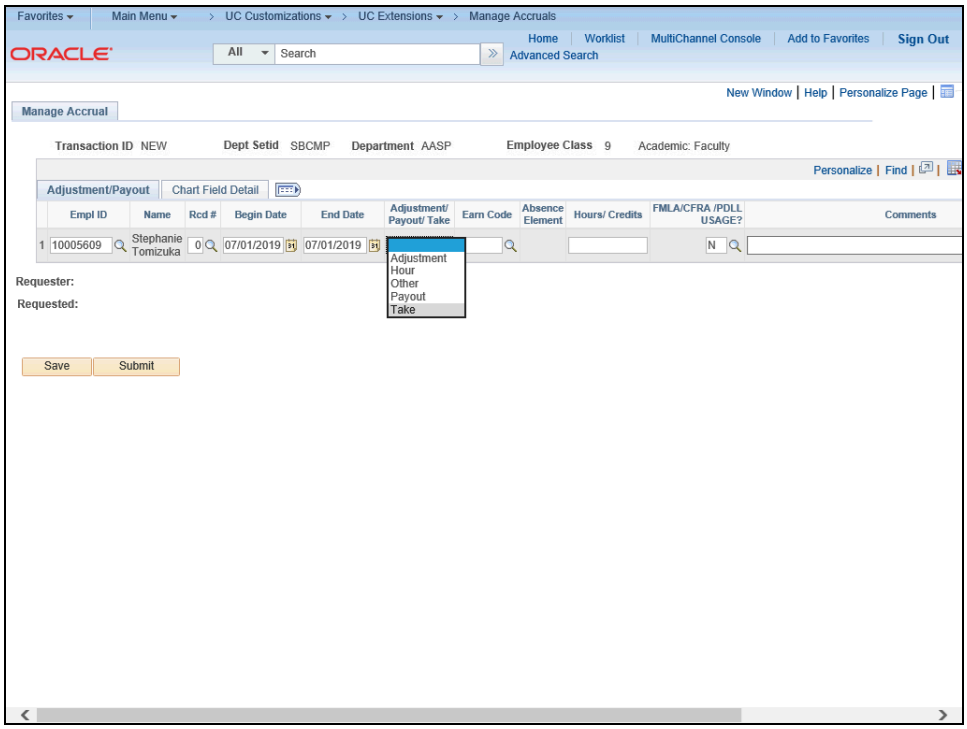
Step	Action
11.	The **Rcd#** field defaults to 0 and designates the employee's job record number. This field is important for employees who have multiple UC jobs/appointments. Enter the appropriate employee **Rcd #** when entering takes. For this example, the employee only has one job, so the field default value is correct.
12.	Use historic or current pay period dates for take transactions. Future-dated transactions entered on the **Manage Accruals** page are not processed in UCPath until the pay calendar for the future date is processed. Click the **Calendar** button for the **Begin Date** field.



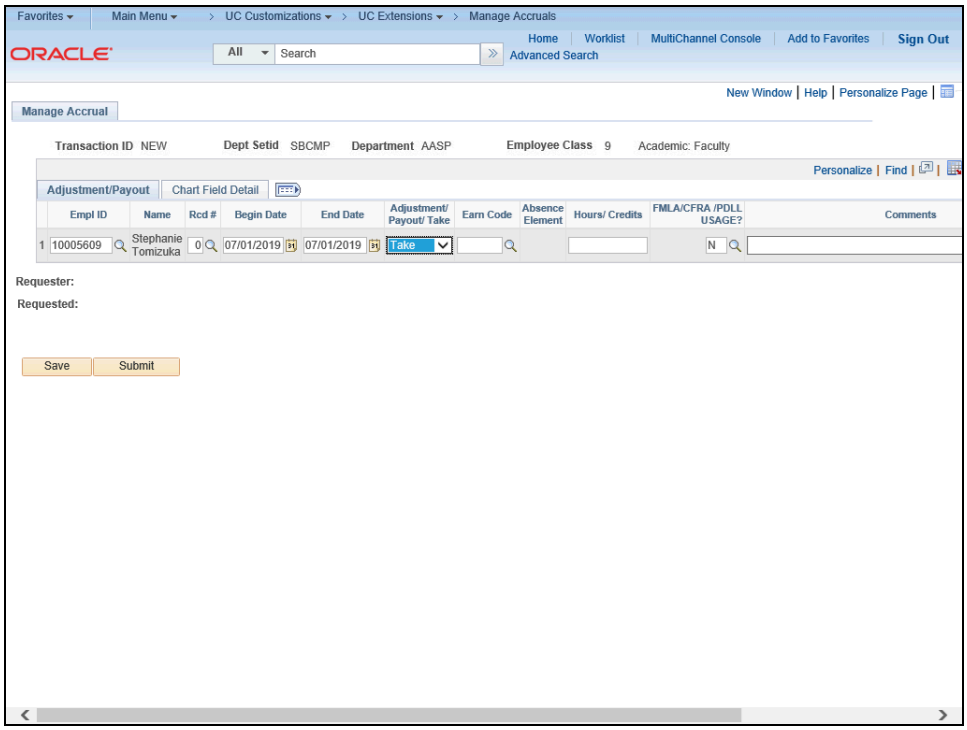
Step	Action
13.	Select the appropriate year, month and date. For this example, click **1**. 1
14.	Click the **Calendar** button for the **End Date** field.



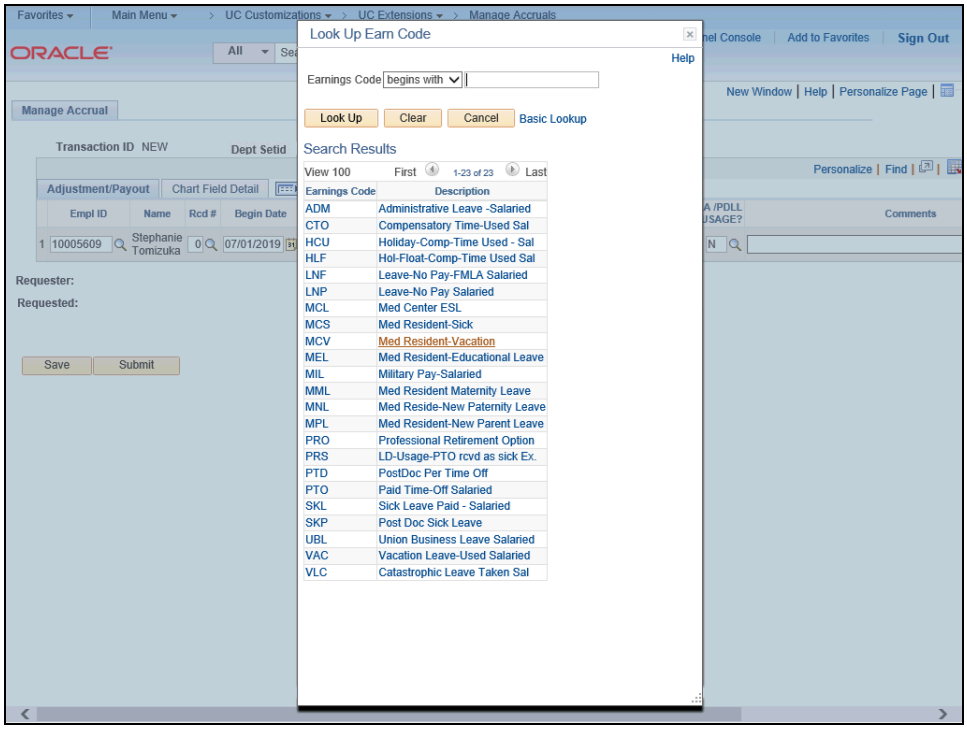
Step	Action
15.	For this example, click **1**. 1
16.	Click the button to the right of the **Adjustment/ Payout/ Take** field.



Step	Action
17.	Click the **Take** list item. Take

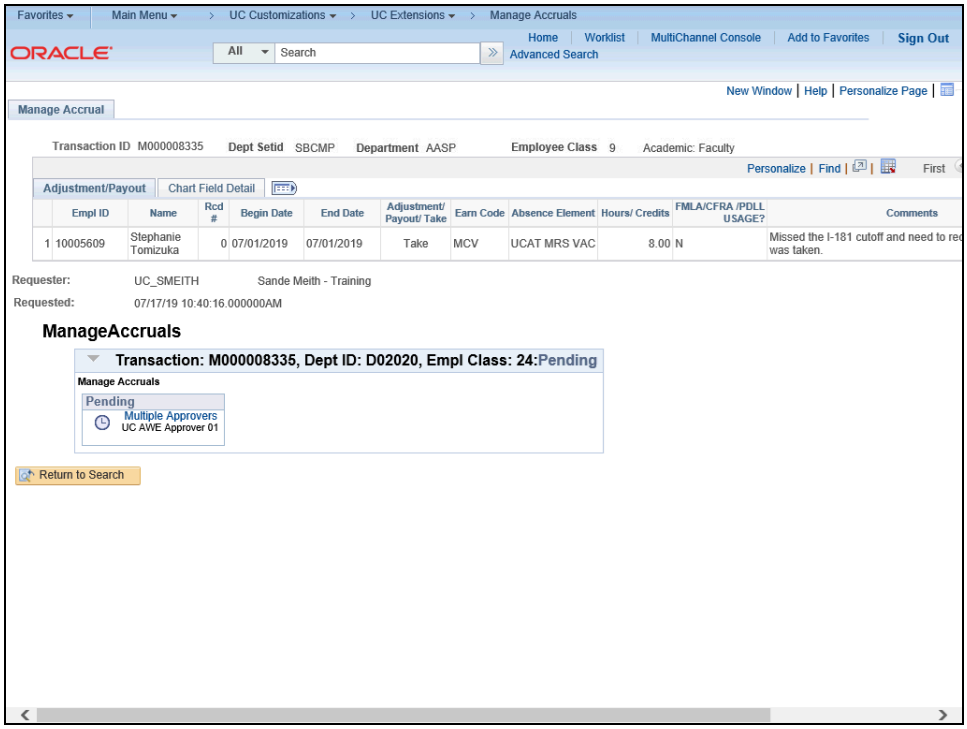


Step	Action
18.	Click the **Look Up Earn Code** button.



Step	Action
19.	The list contains valid take earnings codes for the employee based on their payroll pay group and earnings program. For this example, click the **Med Resident-Vacation** list item. Med Resident-Vacation
20.	Click in the **Hours/ Credits** field.
21.	When entering takes, positive hours decrease the employee's leave balance and negative hours increase the employee's leave balance. Enter the desired information into the **Hours/ Credits** field. For this example, enter **8.0**.
22.	Comments are required. Click in the **Comments** field.
23.	Enter the desired information into the **Comments** field. For this example, enter **Missed the I-181 cutoff and need to record that the day was taken.**.

Step	Action
24.	You can **Save** your entries and **Submit** for approval at a later time. For this example, click the **Save** button.
25.	Click the **Submit** button to route the entries for Location approval using Approval Workflow Engine (AWE). Note that the UCPath Center is <u>not</u> involved in the **Manage Accruals** process or approvals. Click the **Submit** button.



Step	Action
26.	The **Multiple Approvers** link enables you to see the list of approvers for this transaction.
27.	The current **Approval Status** displays in the header of the approval section.
28.	You have entered a vacation take on the **Manage Accrual** page. **End of Procedure.**