


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

The screenshot shows the 'Look Up Set ID' dialog box in the UCPath application. The dialog has search fields for 'Set ID' and 'Description', both with 'begins with' dropdowns. Below these are 'Look Up', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. The 'Search Results' section displays a table with 'Set ID' and 'Description' columns. The results list includes various UC campuses and departments, with 'SBCMP UC Santa Barbara Campus' highlighted in orange. The background shows the 'Manage Accruals' page with fields for Transaction ID, Set ID, Department, and Employee Classification.

Set ID	Description
ASLA1	Associate Students UCLA
BKCMF	UC Berkeley Campus
DVCMP	UC Davis Campus
HACMP	UC Hastings School of Law
IRCMF	UC Irvine Campus
IRMED	UC Irvine Medical Center
LACMP	UCLA Campus
LBNL1	Lawrence Berkeley National Lab
MECMP	UC Merced Campus
RVCMP	UC Riverside Campus
SBCMP	UC Santa Barbara Campus
SCCMP	UC Santa Cruz Campus
SDCMP	UC San Diego Campus
SDMED	UC San Diego Medical Center
SFCMP	UC San Francisco Campus
SFMED	UC San Francisco Medical Ctr
UCANR	UC AG & NATURAL RESOURCES
UCFIN	UCFIN GL Business Unit
UCOP1	UC Office of the President
UCSHR	UC Shared SetID

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

Look Up Department

Set ID: SBCMP

Department: begins with

Description: begins with


Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.



View 100 First 1-300 of 300 Last

Department	Description
AAIT	ACADEMIC AFFAIRS IT
AASC	ARTS ADMIN SUPPORT CENTER
AASP	ASIAN-AMERICAN DEPARTMENT
AAVC	ASST TO VCE CHANCLLR OF STDNTS
ACAO	ACCTG OFFICE, ACCTNG OFFICER
ACAP	ACTG OFC - ACCOUNTS PAYABLE
ACAS	ACTG OFC - AUX & SERV
ACBP	ACTG OFFICE PAYROLL ACCTNT
ACCG	CONTRACTS & PROPERTY SERV
ACCT	ACCOUNTING SERVICES
ACDC	ACTG OFC - DATA CONTROL
ACEF	ACTG OFC - EXTRAMURAL FUNDS
ACEG	ACCTG OFFICE GENERAL LEDGER
ACEK	ACCTG OFFICE ACCOUNTS PAYABLE
ACGA	ACTG OFC - GENERAL ACCOUNTING
ACJC	ACCTG OFFICE CNTRACTS & GRANTS
ACLN	ACTG OFC - LOANS
ACNM	ACTG OFC - NO MAIL
ACPL	ACTG OFC - PLANT
ACPR	ACTG OFC - PAYROLL
ACRJ	ACCTG OFFICE RESIDENCE HALLS
ACRK	ACCTG OFFICE STUDENT SERVICES
ACSC	BUSINESS & FINANCIAL SERVICES


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

The screenshot shows the Oracle UCPath 'Manage Accruals' page. A modal window titled 'Look Up Employee Classification' is displayed. It has a 'Department' field set to 'AASP' and an 'Employee Classification' field with a 'begins with' dropdown. Below these are 'Look Up', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. The 'Search Results' section shows a table with 8 rows. The 9th link is highlighted. The background interface includes a search bar, a 'Transaction ID NEW' field, a 'Set ID' field with 'SBCMP' entered, a 'Department' field with 'AASP' entered, and an 'Employee Classification' field. There are also 'Find an Existing Value' and 'Add a New Value' buttons.

Employee Classification	Description
10	Academic: Non Faculty
11	Academic: Academic Student
2	Staff: Career
21	Academic: Emeriti
23	Academic: Post Docs
4	Staff: Limited
5	Student: Casual/Restricted
9	Academic: Faculty

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


Oracle UCPath Manage Accruals interface. The breadcrumb trail shows: Favorites > Main Menu > UC Customizations > UC Extensions > Manage Accruals. The page includes a search bar, navigation links (Home, Worklist, MultiChannel Console, Add to Favorites, Sign Out), and a 'Manage Accrual' tab. The main form displays fields for Transaction ID (NEW), Dept Setid (SBCMP), Department (AASP), Employee Class (9), and Academic: Faculty. Below these are tabs for Adjustment/Payout and Chart Field Detail. A table lists columns: Empl ID, Name, Rcd #, Begin Date, End Date, Adjustment/Payout/ Take, Earn Code, Absence Element, Hours/ Credits, FMLA/CFRA /PDLL USAGE?, and Comments. The first row shows Empl ID 1, Rcd # 0, and FMLA/CFRA /PDLL USAGE? N. Below the table are fields for Requester and Requested, and Save/Submit buttons.


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

Oracle UCPath Manage Accruals interface with the 'Look Up Empl ID' dialog box open. The dialog box has fields for Empl ID (begins with) and Name (begins with), and buttons for Look Up, Clear, Cancel, and Basic Lookup. The Search Results table lists 20 employees with their Empl ID and Name. The first row is 10005609 Stephanie Tomizuka. The background form is partially visible, showing the same fields as the previous screenshot.


Empl ID	Name
10005609	Stephanie Tomizuka
10005682	Paige Levine
10005718	Danielle Okoroama
10005750	Stefanie Martinez
10005804	Tianyang Chung
10005816	Madeline Lu
10005829	Prithviraj Blampied
10005854	Eva Yoo
10005902	Dilong Ikeno
10006031	James Kan
10006156	Jeremy Song
10006368	Tony Chron
10006397	Chengshuang Brashers
10006438	Lei Thomas Tobin
10006488	Natalie Ozdal Kurt
10006581	Karen Kaur
10006627	Alex Lee
10006657	Courtney Tchaphkhanian
10006720	Joanna Ewing
10006794	Andrew James
10006847	Karla Sanchez
10006909	Michelle Fagan
10007017	Graham Stibor
10007144	Brennis Adams
10007598	Lianyang Soriano
10007603	Joohyon Rogers
10007657	Kaitlin Rodriguez-Mora

Step	Action
10.	<p>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.</p> <p>For this example, click the Stephanie Tomizuka list item.</p> <p><u>Stephanie Tomizuka</u></p>

Step	Action
11.	<p>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.</p> <p>Enter the appropriate employee Rcd # when entering takes. For this example, the employee only has one job, so the field default value is correct.</p>
12.	<p>Use historic or current pay period dates for take transactions. Future-dated transactions entered on the Manage Accruals page are not processed in UCPath <u>until</u> the pay calendar for the future date is processed.</p> <p>Click the Calendar button for the Begin Date field.</p> <p></p>

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

The screenshot shows the 'Manage Accruals' page in the Oracle UCPath system. The page header includes navigation links like 'Home', 'Worklist', and 'MultiChannel Console'. The main content area displays a table for managing accruals. A calendar pop-up is open, showing the month of July 2019. The calendar grid highlights the date '1' in the first column (Sunday). Below the calendar, there are 'Save' and 'Submit' buttons.

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

Oracle UCPath Manage Accruals interface. The breadcrumb trail shows: Favorites > Main Menu > UC Customizations > UC Extensions > Manage Accruals. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign Out. The page title is "Manage Accrual" with links for New Window, Help, and Personalize Page.

The main form displays the following fields:

- Transaction ID: NEW
- Dept Setid: SBCMP
- Department: AASP
- Employee Class: 9
- Academic: Faculty

The "Adjustment/Payout" tab is selected. The table below shows the data for the selected record:

Empl ID	Name	Rcd #	Begin Date	End Date	Adjustment/Payout/ Take	Earn Code	Absence Element	Hours/ Credits	FMLA/CFRA /PDLL USAGE?	Comments
1 10005609	Stephanie Tomizuka	0	07/01/2019	07/01/2019	Adjustment Hour Other Payout Take				N	

Requester:
Requested:

Buttons: Save, Submit

Step	Action
17.	Click the Take list item. <div>Take</div>

Oracle UCPath Manage Accruals interface. The breadcrumb trail shows: Favorites > Main Menu > UC Customizations > UC Extensions > Manage Accruals. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign Out. The page title is "Manage Accrual" with links for New Window, Help, and Personalize Page.

The main form displays the following fields:


- Transaction ID: NEW
- Dept Setid: SBCMP
- Department: AASP
- Employee Class: 9
- Academic: Faculty

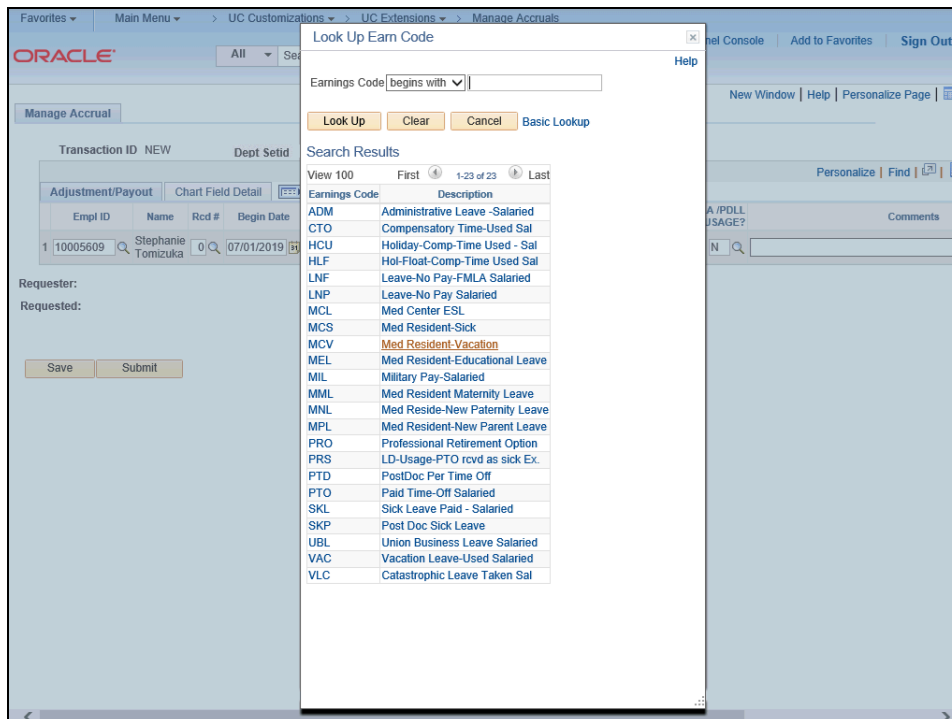
The "Adjustment/Payout" tab is selected. The table below shows the data for the selected record:

Empl ID	Name	Rcd #	Begin Date	End Date	Adjustment/Payout/ Take	Earn Code	Absence Element	Hours/ Credits	FMLA/CFRA /PDLL USAGE?	Comments
1 10005609	Stephanie Tomizuka	0	07/01/2019	07/01/2019	Take				N	

Requester:
Requested:

Buttons: Save, Submit

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



The screenshot shows the 'Look Up Earn Code' dialog box in the UCPath system. The dialog has a search bar with 'Earnings Code' and a dropdown menu. Below the search bar are buttons for 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'. The search results are displayed in a table with two columns: 'Earnings Code' and 'Description'. The table lists various leave codes and their descriptions. The 'Med Resident-Vacation' code is highlighted in orange. The background shows the 'Manage Accrual' screen with employee details for Stephanie Tomizuka.

Earnings Code	Description
ADM	Administrative Leave -Salaried
CTO	Compensatory Time-Used Sal
HCU	Holiday-Comp-Time Used - Sal
HLF	Hol-Float-Comp-Time Used Sal
LNF	Leave-No Pay-FMLA Salaried
LNP	Leave-No Pay Salaried
MCL	Med Center ESL
MCS	Med Resident-Sick
MCV	Med Resident-Vacation
MEL	Med Resident-Educational Leave
MIL	Military Pay-Salaried
MML	Med Resident Maternity Leave
MNL	Med Reside-New Paternity Leave
MPL	Med Resident-New Parent Leave
PRO	Professional Retirement Option
PRS	LD-Usage-PTO rcvd as sick Ex.
PTD	PostDoc Per Time Off
PTO	Paid Time-Off Salaried
SKL	Sick Leave Paid - Salaried
SKP	Post Doc Sick Leave
UBL	Union Business Leave Salaried
VAC	Vacation Leave-Used Salaried
VLC	Catastrophic Leave Taken Sal

Step	Action
19.	The list contains valid take earnings codes for the employee based on their payroll pay group <u>and</u> earnings program. For this example, click the Med Resident-Vacation list item. <u>Med Resident-Vacation</u>
20.	Click in the Hours/ Credits field. <input type="text"/>
21.	When entering takes, <u>positive</u> hours <u>decrease</u> the employee's leave balance and <u>negative</u> hours <u>increase</u> 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. <input type="text"/>
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.	<p>You can Save your entries and Submit for approval at a later time.</p> <p>For this example, click the Save button.</p> <p>Save</p>
25.	<p>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.</p> <p>Click the Submit button.</p> <p>Submit</p>

Transaction ID: M000008335 Dept Setid: SBCMP Department: AASP Employee Class: 9 Academic: Faculty

Empl ID	Name	Rcd #	Begin Date	End Date	Adjustment/Payout/ Take	Earn Code	Absence Element	Hours/ Credits	FMLA/CFRA /PDLL USAGE?	Comments
1 10005609	Stephanie Tomizuka	0	07/01/2019	07/01/2019	Take	MCV	UCAT MRS VAC	8.00	N	Missed the I-181 cutoff and need to re was taken.

Requester: UC_SMEITH Sande Meith - Training
Requested: 07/17/19 10:40:16.000000AM

Manage Accruals

Transaction: M000008335, Dept ID: D02020, Empl Class: 24:Pending

Manage Accruals

Pending

Multiple Approvers
UC AWE Approver 01

[Return to Search](#)

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.