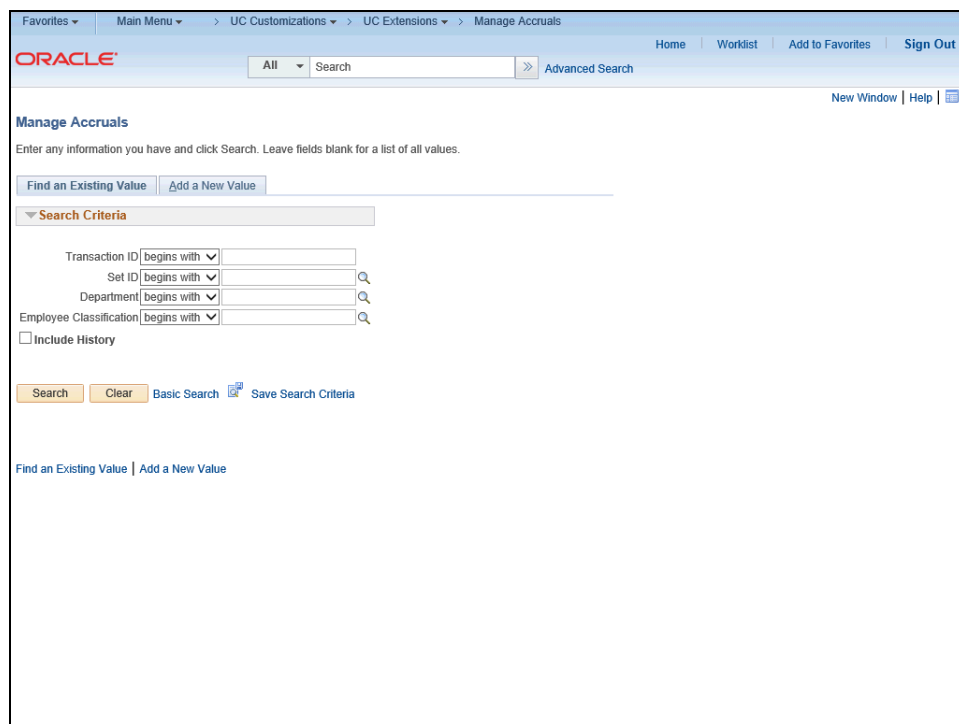


Use this task to enter hour transactions when you miss the **I-181** file deadline for the current pay period.

Note that transactions entered using the **Hour** type on the **Manage Accrual** page generate pay and appear on the pay statement, but do not impact the employee's leave accrual balances because hour transactions do not process through UCPath Absence Management. Enter an **Adjustment** transaction at the same time as the **Hour** transaction if you must impact the leave accrual balance.

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 transaction. 
2.	Click the Look Up Set ID button. 

The screenshot shows the 'Manage Accruals' page in UCPath. A 'Look Up Set ID' dialog box is open, displaying search criteria and a list of results. The search criteria are 'Set ID begins with' and 'Description begins with'. The results list includes various UC campuses and departments, with 'SBCMP UC Santa Barbara Campus' highlighted.

Set ID	Description
ASLA1	Associate Students UCLA
BKCMF	UC Berkeley Campus
DVCMF	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
MECMF	UC Merced Campus
RVCMP	UC Riverside Campus
SBCMP	UC Santa Barbara Campus
SCCMF	UC Santa Cruz Campus
SDCMF	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
ACSD	ACTG OFC - SPECIAL DISTRBUTN

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. Inside the modal, the 'Department' is set to 'AASP'. Below this, there's a search bar for 'Employee Classification' with a dropdown menu showing 'begins with'. There are 'Look Up', 'Clear', and 'Cancel' buttons. Below the buttons, the 'Search Results' are shown in a table with columns 'Employee Classification' and 'Description'. The results list includes: 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, and 9 Academic: Faculty. The 'Academic: Faculty' entry is highlighted. On the main page, there are buttons for 'Find an Existing Value' and 'Add a New Value', and an 'Add' button at the bottom left.

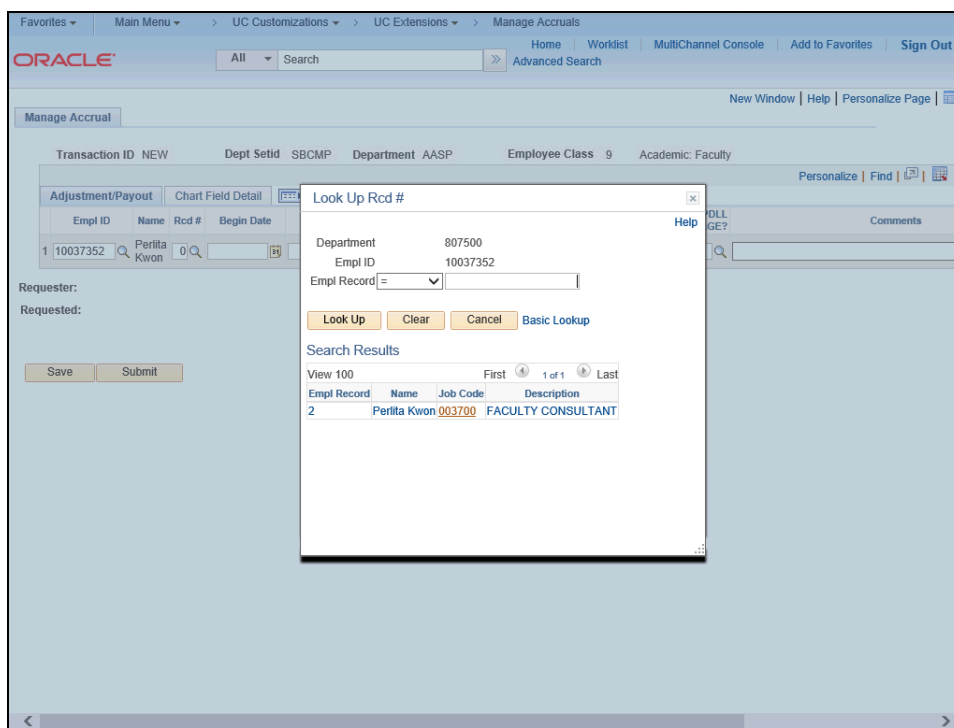
Step	Action
7.	Click the Academic: Faculty link. Academic: Faculty
8.	Click the Add button. Add

Oracle UCPath Manage Accruals interface. The page shows a table for Accruals with 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, Name 0, and Begin Date 11/15/15. Below the table are fields for Requester and Requested, and buttons for Save and Submit.

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 contains fields for Empl ID (begins with) and Name (begins with), and buttons for Look Up, Clear, Cancel, and Basic Lookup. Below these fields is a 'Search Results' section showing a table with columns Empl ID and Name. The first row shows Empl ID 10037352 and Name Perilla Kwon.

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 Perlita Kwon list item. <u>10037352</u> <u>Perlita Kwon</u>
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 Hour transactions. Click the Look Up Rcd # button. 

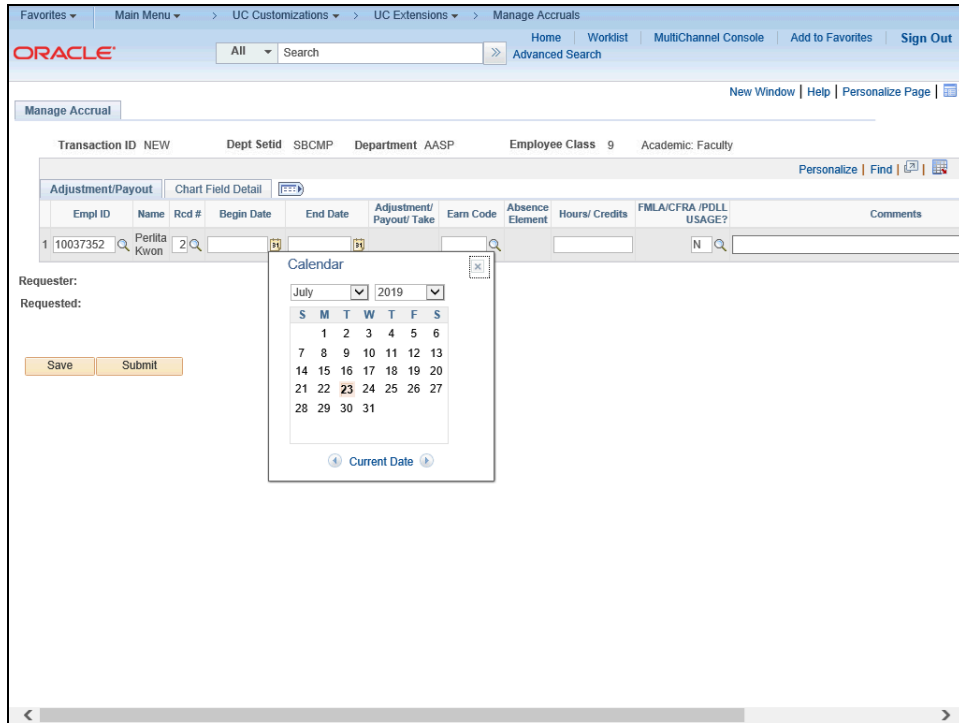


The screenshot shows the UCPath 'Manage Accruals' page. A 'Look Up Rcd #' dialog box is open, displaying search results for the employee 'Perlita Kwon' (Empl ID 10037352). The results table shows one record with Job Code 003700 and Description FACULTY CONSULTANT.

Empl Record	Name	Job Code	Description
2	Perlita Kwon	003700	FACULTY CONSULTANT

Step	Action
12.	The Look Up Rcd # list displays the employment records for the employee with the previously specified employee classification. For this example, click the 003700 list item. <u>003700</u>

Step	Action
13.	Use historic or current pay period dates for Hour transactions. Future-dated transactions entered on the Manage Accrual page are not processed in UCPath <u>until</u> the pay calendar for the future date is processed. Click the Calendar button for the Begin Date field. 



Step	Action
14.	Select the appropriate year, month and date. For this example, click 2. 2
15.	Click the Calendar button for the End Date field. 

Step	Action
16.	For this example, click 2. 2
17.	Click the button to the right of the Adjustment/ Payout/ Take field. ▼
18.	Click the Hour list item. Hour

Oracle UCPath Manage Accruals interface. The breadcrumb trail shows: Favorites > Main Menu > UC Customizations > UC Extensions > Manage Accruals. The top navigation bar includes 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" section includes a table with 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 10037352, Name Perilla Kwon, Rcd # 2, Begin Date 07/02/2019, End Date 07/02/2019, and a dropdown menu set to "Hour".

Below the table, there are fields for "Requester:" and "Requested:". At the bottom, there are "Save" and "Submit" buttons.

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

The Oracle UCPath Manage Accruals interface with the "Look Up Earn Code" dialog box open. The dialog box has a search field "Earnings Code begins with" and buttons "Look Up", "Clear", "Cancel", and "Basic Lookup".

The "Search Results" section displays a table with columns "Earnings Code" and "Description". The table lists various earnings codes and their descriptions, including:

- ACA: Additional Comp-Admin
- ACF: Additional Comp-Consulting
- ACN: Additional Comp-Gen-No RTMT
- ACR: Additional Comp-Research
- ACS: Additional Comp-Summer-403
- ACT: Additional Comp-Teaching
- ADC: Additional Comp-General
- AFR: Additional Comp-FY Research
- ASN: Additional Comp-Summer-No 403
- BYH: ACA Earnings
- DMG: Damage Payment
- E10: Evening Shift-10% Hrly Rate
- EDC: Education-Continuing
- EDI: Education-On Site
- EDO: Education-Off Site
- ESL: Extended Sick Leave
- FML: Faculty Medical Leave
- HOP: HSCP Off-Scale X Earnings
- HOS: HSCP Off-Scale X Earnings
- HSN: HSCP-Negotiated (Y)
- HSP: HSCP-Differential (X Prime)
- HSR: HSCP-Regular (X)
- ITR: Involuntary Term-Regular
- JUR: Jury Duty - Salaried
- LC8: Leave - Emergency Closure 8
- LC9: Leave - Emergency Closure 9
- LEC: Leave - Emergency Closure
- LPJ: Leave No Pay JED
- LVC: Leave No Pay Consultant Sal

Step	Action
20.	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 Faculty Medical Leave list item. Faculty Medical Leave
21.	Click in the Hours/ Credits field.
22.	Enter the desired information into the Hours/ Credits field. For this example, enter 8.00 .
23.	Comments are required. Click in the Comments field.
24.	Enter the desired information into the Comments field. For this example, enter Missed I-181 cutoff and need to pay employee .

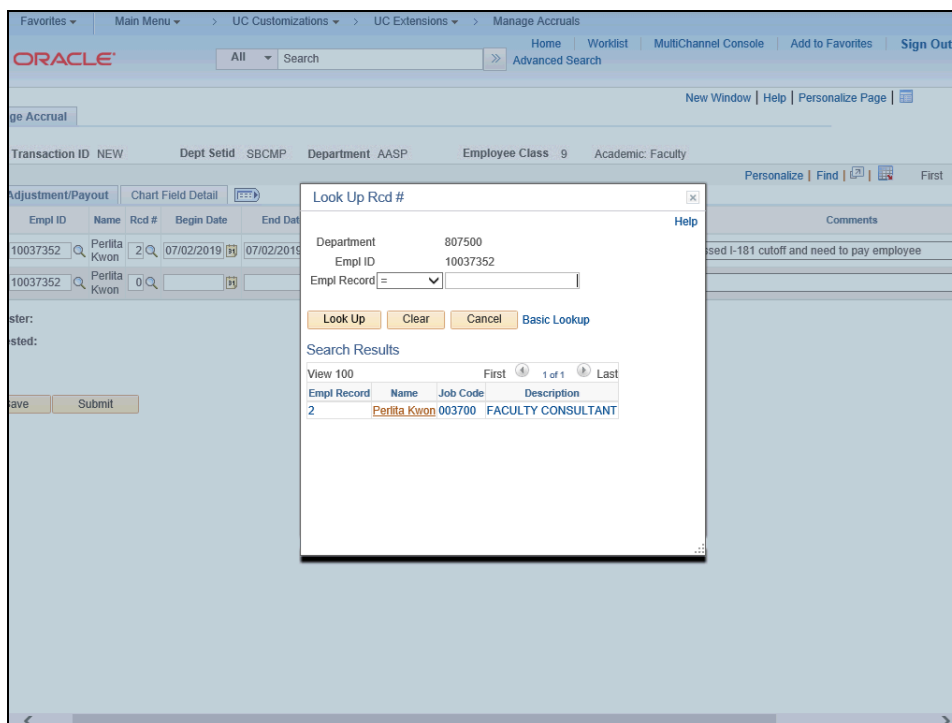
Step	Action
25.	To insert a new row on which you can enter another Hour entry for an employee in the same department and employee class, click the Add a new row button. 

Oracle UCPath Manage Accruals interface. The top navigation bar includes: Favorites, Main Menu, UC Customizations, UC Extensions, and Manage Accruals. The breadcrumb trail shows: Home > Worklist > MultiChannel Console > Add to Favorites > Sign Out. The search bar is set to 'All' with a search button. The page title is 'Manage Accruals'. The main content area shows a table with columns: Transaction ID, NEW, Dept Setid, SBCMP, Department, AASP, Employee Class, 9, Academic: Faculty. The table has a 'Personalize' button and a 'Find' button. Below the table, there is a 'Look up Empl ID (Alt+5)' button. The table also includes columns for Adjustment/Payout, Chart Field Detail, Empl ID, Name, Rcd #, Begin Date, End Date, Adjustment/Payout/ Take, Earn Code, Absence Element, Hours/ Credits, FMLA/CFRA /PDLL USAGE?, and Comments. The table shows a record with Empl ID 10037352, Name Perita Kwon, Begin Date 07/02/2019, End Date 07/02/2019, Adjustment/Payout/ Take Hour, Earn Code FML, Absence Element, Hours/ Credits 8.00, FMLA/CFRA /PDLL USAGE? N, and Comments Missed I-181 cutoff and need to pay employee. Below the table, there are buttons for 'Save' and 'Submit'.

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

Oracle UCPath Manage Accruals interface. The top navigation bar includes: Favorites, Main Menu, UC Customizations, UC Extensions, and Manage Accruals. The breadcrumb trail shows: Home > Worklist > MultiChannel Console > Add to Favorites > Sign Out. The search bar is set to 'All' with a search button. The page title is 'Manage Accruals'. The main content area shows a table with columns: Transaction ID, NEW, Dept Setid, SBCMP, Department, AASP, Employee Class, 9, Academic: Faculty. The table has a 'Personalize' button and a 'Find' button. Below the table, there is a 'Look up Empl ID (Alt+5)' button. The table also includes columns for Adjustment/Payout, Chart Field Detail, Empl ID, Name, Rcd #, Begin Date, End Date, Adjustment/Payout/ Take, Earn Code, Absence Element, Hours/ Credits, FMLA/CFRA /PDLL USAGE?, and Comments. The table shows a record with Empl ID 10037352, Name Perita Kwon, Begin Date 07/02/2019, End Date 07/02/2019, Adjustment/Payout/ Take Hour, Earn Code FML, Absence Element, Hours/ Credits 8.00, FMLA/CFRA /PDLL USAGE? N, and Comments Missed I-181 cutoff and need to pay employee. Below the table, there are buttons for 'Save' and 'Submit'. A 'Look Up Empl ID' dialog box is open, showing search results for Empl ID 10037352 and Name Perita Kwon. 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 shows: View 100 First 1 of 1 Last, Empl ID 10037352, Name Perita Kwon.

Step	Action
27.	For this example, click the Perlita Kwon list item. 10037352 Perlita Kwon
28.	Click the Look Up Rcd # button. 



The screenshot displays the 'Look Up Rcd #' dialog box in the UCPath system. The dialog is open over the 'Adjustment/Payout' screen. The search criteria entered are: Department 807500, Empl ID 10037352, and Empl Record =. The search results show one record: Empl Record 2, Name Perlita Kwon, Job Code 003700, and Description FACULTY CONSULTANT. The background screen shows a table of employee records with columns for Empl ID, Name, Rcd #, Begin Date, and End Date. The first row shows Empl ID 10037352, Name Perlita Kwon, Rcd # 2, Begin Date 07/02/2019, and End Date 07/02/2019.

Step	Action
29.	For this example, click the 003700 list item. 003700
30.	Click the Calendar button for the Begin Date field. 

Oracle UCPath Manage Accruals interface. The page displays a table for managing accruals. The table includes columns for Employee ID, Name, Record Number, Begin Date, End Date, Adjustment/Payout/ Take, Earn Code, Absence Element, Hours/ Credits, FMLA/CFRA /PDLL USAGE?, and Comments. Two rows are shown for employee Perilla Kwon. The first row indicates a missed I-181 cutoff. A calendar pop-up is visible, showing the month of July 2019, with the current date highlighted as the 31st.

Step	Action
31.	Select the appropriate year, month and date. For this example, click 3 . 
32.	Click the Calendar button for the End Date field. 

Step	Action
33.	Select the appropriate year, month and date. For this example, click 3 .
34.	Click the button to the right of the Adjustment/ Payout/ Take field. 
35.	Click the Hour list item. 

Oracle UCPath Manage Accruals interface. The page shows a table with columns: Empl ID, Name, Rcd #, Begin Date, End Date, Adjustment/Payout/ Take, Earn Code, Absence Element, Hours/ Credits, FMLA/CFRA /PDLL USAGE?, and Comments. Two rows are visible, both for employee 10037352 (Perilla Kwon) with dates 07/02/2019 and 07/03/2019. The first row shows 8.00 hours and a comment "Missed I-181 cutoff and need to pay employee". The second row is blank. The "Adjustment/Payout/ Take" dropdown is set to "Hour". The "Earn Code" dropdown is set to "FML". The "Absence Element" dropdown is set to "N". The "Hours/ Credits" field is 8.00. The "FMLA/CFRA /PDLL USAGE?" field is "N". The "Comments" field contains "Missed I-181 cutoff and need to pay employee". The "Save" button is highlighted.

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

Oracle UCPath Manage Accruals interface with the "Look Up Earn Code" dropdown menu open. The menu lists various earn codes and their descriptions. The "Regular Pay" option is highlighted in orange.

Earn Code	Description
EDU	Education-On Site
EDO	Education-Off Site
ESL	Extended Sick Leave
FML	Faculty Medical Leave
HOP	HSCP Off-Scale X Earnings
HOS	HSCP Off-Scale X Earnings
HSN	HSCP-Negotiated (Y)
HSP	HSCP-Differential (X Prime)
HSR	HSCP-Regular (X)
ITR	Involuntary Term-Regular
JUR	Jury Duty - Salaried
LC8	Leave - Emergency Closure 8
LC9	Leave - Emergency Closure 9
LEC	Leave - Emergency Closure
LPJ	Leave No Pay JED
LVC	Leave-No Pay-Curtailment Sal
MT8	NRA-MedicalResident TRM VAC
MT9	NRA-MedicalResident TRM VAC
N10	Night Shift-10% Hrly Rate
NCB	Negotiated Sal Plan-Regular
NNC	Negotiated Sal Plan-Additional
OTP	Overtime Pay-Premium
OTS	Overtime Pay-Straight
PDE	Paid Direct-Earnings
PNE	Contract Paid not Earned
PUN	Paid Time-Unscheduled Hrly
REG	Regular Pay
RGT	Regular-Telecommute Sal
RPT	Phased Retirement-Regular
RSP	Regular-Self Support Program
RTN	Regular-Telecommute Hrly
SSR	Summer Sessions-REG-403
UBT	Union Business Time
UNX	University Extensions
VTs	Voluntary Term-Severance
WCN	Workers Comp - No Pay
WCP	Workers Comp-Regular
WCR	Workers Comp Reduction

Step	Action
37.	Select the appropriate earnings code. For this example, click the Regular Pay list item. <u>Regular Pay</u>
38.	Click in the Hours/ Credits field.
39.	Enter the desired information into the Hours/ Credits field. For this example, enter 8.00 .
40.	Click in the Comments field.
41.	Enter the desired information into the Comments field. For this example, enter Missed I-181 cutoff and need to pay employee .

Oracle UCPath Manage Accruals interface showing a table of accruals. The table has columns: Empl ID, Name, Rcd #, Begin Date, End Date, Adjustment/Payout/ Take, Earn Code, Absence Element, Hours/ Credits, FMLA/CFRA/PDLL USAGE?, and Comments. Two rows are shown, both for employee 10037352 (Perilla Kwon) with a comment 'Missed I-181 cutoff and need to pay employee'. Below the table are 'Requester:' and 'Requested:' fields, and 'Save' and 'Submit' buttons.

Step	Action
42.	You can Save your entries and Submit for approval at a later time. For this example, click the Save button. Save

Step	Action
43.	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. Submit

Transaction ID: M000008337 Dept Setid: SBCMP Department: AASP Employee Class: 9 Academic: Faculty

Adjustment/Payout	Chart Field Detail	Empl ID	Name	Rcd #	Begin Date	End Date	Adjustment/Payout/ Take	Earn Code	Absence Element	Hours/ Credits	FMLA/CFRA /POLL USAGE?	Comments
1	10037352	Perilla Kwon	2	07/02/2019	07/02/2019	Hour	FML			8.00	N	Missed I-181 cutoff and need to pay en
2	10037352	Perilla Kwon	2	07/03/2019	07/03/2019	Hour	REG			8.00	N	Missed I-181 cutoff and need to pay en

Requester: UC_SMEITH Sande Meith - Training
Requested: 07/23/19 1:05:05.000000PM

ManageAccruals

Transaction: M000008337, Dept ID: 807500, Empl Class: 9:Pending

ManageAccruals

Pending

Multiple Approvers
UC AWE Approver 01

Return to Search Previous in List Next in List

Step	Action
44.	The Multiple Approvers link enables you to see the list of approvers for this transaction.
45.	The current Approval Status displays in the header of the approval section.
46.	You have entered Hour transactions because you missed the I-181 file deadline for the current pay period. End of Procedure.