

Use this task to enter a catastrophic leave donation transaction for employees in the same department and employee class.

Enter catastrophic leave donations before entering catastrophic leave takes.

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

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

Favorites - Main Menu - VC	Customizations - > UC Extensions - > N	lanage Accruals		
			Home Worklist	Add to Favorites Sign Out
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Manage Accruals				
Enter any information you have and click Sear	ch. Leave fields blank for a list of all values.			
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-ind an Existing Value   Add a New Value				

Step	Action
1.	UCPath displays the <b>Find an Existing Value</b> tab, which you use to search for existing leave donations.
	Click the <b>Add a New Value</b> tab to enter a new leave donation. <u>Add a New Value</u>
2.	Click the <b>Look Up Set ID</b> button.



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Step	Action
3.	Click the <b>DVCMP</b> link.
	DVCMF
4.	Click the Look Up Department button.



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	000018 LS: MATH/PHY SCI	
	000019 LS: SOC SCI	
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	000036 LAW	
	000043 UC Davis School of Medicine	
	000044 UC Davis School of Nursing	
	000050 VETERINARY MEDICINE	
	000057 GRADUATE STUDIES	
	000060 RESEARCH	
	000073 DEVELOP/ALUMNI RELATIONS	
	000078 OFFICE OF THE CHANCELLOR	
	000080 UNIVERSITY EXTENSION	
	000081 EDUCATION	
	000085 OFFICE OF THE PROVOST	
	000086 INFO AND EDUC TECHNOLOGY	
	000087 LIBRARY	
	000090 ACCOUNTING	
	000091 VC DIRECT REPORTS	~
	000093 FINANCE/RESOURCE MGMT	

Step	Action
5.	Click in the <b>Description</b> field. Description begins with
6.	Enter the desired information into the <b>Description</b> field. For this example, enter <b>animal</b> . Description begins with
7.	Click the <b>Look Up</b> button.



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Find an Existing Value   Add a New Value		

Step	Action
8.	Click the <b>030045</b> link.
	030045
9.	Click the Look Up Employee Classification button.



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This an Existing value [ Add a New Value	22 Academic: Enterin	
	23 Academic: Post Docs	
	24 Academic: Medical Residents	
	4 Staff: Limited	
	5 Student: Casual/Restricted	
	9 Academic: Faculty	

Step	Action
10.	Click the <b>Staff: Career</b> link.
	Staff: Career
11.	Click the <b>Add</b> button.
	Add



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Step	Action
12.	Remember that each transaction contains leave donation types for a specific department and employee class. Therefore, the employee list is restricted to those employees matching the values you entered on the <b>Add a New Value</b> page. Enter the desired information into the <b>Empl ID</b> field.
	For this example, enter 10073559.
13.	Click in the <b>Begin Date</b> field.
14.	Transactions are effective on the date submitted and balances are updated in the next post pay confirm processing. Use current pay period dates for catastrophic leave transactions. Do <u>not</u> use future dates.
	In the <b>Begin Date</b> field, enter the first day of the pay period in which the donation is submitted. This may be a monthly or bi-weekly period based on the employee's pay schedule.
	Enter the desired information into the <b>Begin Date</b> field. For this example, enter <b>5</b> / <b>7</b> / <b>2017</b> .
15.	Click in the End Date field.



Step	Action
16.	Enter the last day of the pay period in which the donation occurs. This may be a monthly or bi-weekly period based on the employee's pay schedule.
	Enter the desired information into the <b>End Date</b> field. For this example, enter $5/20/2017$ .
17.	Click the button to the right of the <b>Adjustment/ Payout/ Take</b> field.
18.	For catastrophic leave donations, always select <b>Adjustment</b> .
	Click the <b>Adjustment</b> list item.
	Adjustment
19.	Click in the Earn Code field.

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Step	Action
20.	The <b>Earn Codes</b> listed below were established to process Paid Time Off (PTO) catastrophic leave.
	<b>Donate:</b> <b>LDE -</b> Catastrophic (Cat) Leave Donation to Employee <b>LDB -</b> Donate Cat Leave Bal to Bank
	Received: LRE - Cat Leave Received from Employee LRB - Cat Leave Donation to Bank
	Return: LBE - Cat Leave Returned to Employee LBB - Cat Leave Returned to Bank
	Usage Tracking PTN/PCE - Track EARN Code Usage
21.	<b>Earn Code</b> values and their system descriptions for using Vacation time for catastrophic leave donation transactions are:
	<ul> <li>CBB - Donate Catastrophic (Cat) Leave Balance to Bank</li> <li>CBE - Donate Cat Leave Balance to Employee</li> <li>CDB - Cat Leave Donation to Bank</li> <li>CDE - Cat Leave Donation to Employee</li> <li>CRB - Cat Leave Received from Bank</li> <li>CRE - Cat Leave Received from Employee</li> </ul>
	Enter the desired information into the <b>Earn Code</b> field. For this example, enter <b>CDE</b> , leave donated to another employee.
22.	<b>Earn Code</b> field values are mapped to <b>Absence Element</b> field values. This means that when you enter an earnings code for a catastrophic leave donation, UCPath automatically populates the <b>Absence Element</b> field, if applicable.
23.	Click in the Hours/ Credits field.
24.	Enter the desired information into the <b>Hours/ Credits</b> field as a <u>positive</u> amount. Do <u>not</u> enter a negative amount. For this example, enter <b>16</b> .
25.	Comments are required.
	Click in the <b>Comments</b> field.

Step	Action
26.	In the <b>Comments</b> field, enter the appropriate detail related to the donation. You can enter up to 80 characters.
	For this example, enter <b>Donating 16 hours to Shari Rosenberg, EMPLID 10075195</b> .

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Step	Action
27.	To insert a new row on which you can enter another leave donation for an employee in the same department and employee class, click the <b>Add a new row</b> button.
28.	Enter the desired information into the <b>Empl ID</b> field. For this example, enter <b>10073925</b> .
29.	Click in the <b>Begin Date</b> field.
30.	Use current pay period dates for catastrophic leave transactions. Do <u>not</u> use future dates.
	Enter the desired information into the <b>Begin Date</b> field. For this example, enter 5/7/2017.



Step	Action
31.	Click in the End Date field.
32.	Enter the desired information into the <b>End Date</b> field. For this example, enter <b>5</b> /20/2017.
33.	Click the button to the right of the <b>Adjustment/ Payout/ Take</b> field.
34.	Click the <b>Adjustment</b> list item. Adjustment
35.	Click in the Earn Code field.
36.	Enter the desired information into the <b>Earn Code</b> field. For this example, enter <b>CDB</b> .
37.	Click in the Hours/ Credits field.
38.	Enter the desired information into the <b>Hours/ Credits</b> field as a <u>positive</u> amount. Do <u>not</u> enter a negative amount. For this example, enter <b>16</b> .
39.	Click in the <b>Comments</b> field.
40.	Enter the desired information into the <b>Comments</b> field. For this example, enter <b>Donating 16 hours to bank</b> .
41.	Click the Add a New Row button.
42.	Enter the desired information into the <b>Empl ID</b> field. For this example, enter <b>10075195</b> .
43.	Click in the <b>Begin Date</b> field.
44.	Use current pay period dates for catastrophic leave transactions. Do <u>not</u> use future dates.
	Enter the desired information into the <b>Begin Date</b> field. For this example, enter <b>5</b> /7/2017.
45.	Click in the End Date field.

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Step	Action
46.	Enter the desired information into the <b>End Date</b> field. For this example, enter <b>5</b> /20/2017.
47.	Click the button to the right of the <b>Adjustment/ Payout/ Take</b> field.
48.	Click the <b>Adjustment</b> list item. Adjustment
49.	Click in the Earn Code field.
50.	Enter the desired information into the <b>Earn Code</b> field. For this example, enter <b>CRE</b> .
51.	Click in the Absence Element field.
52.	The appropriate <b>Absence Element</b> value that corresponds to the <b>CRE</b> earn code automatically appears.
53.	Click in the Hours/ Credits field.
54.	Enter the desired information into the <b>Hours/ Credits</b> field as a <u>positive</u> amount. Do <u>not</u> enter a negative amount. For this example, enter <b>16</b> .
55.	Click in the <b>Comments</b> field.
56.	Enter the desired information into the <b>Comments</b> field. For this example, enter <b>Receiving 16 hours from Gordon Merz</b> .
57.	If necessary, scroll right to display additional fields and page functions.
	Click the scroll bar.
58.	Click the <b>Add a new row</b> button.
59.	Enter the desired information into the <b>Empl ID</b> field. For this example, enter <b>10075195</b> .
60.	Click in the <b>Begin Date</b> field.
61.	Use current pay period dates for catastrophic leave transactions. Do <u>not</u> use future dates.
	Enter the desired information into the <b>Begin Date</b> field. For this example, enter $5/7/2017$ .



Step	Action
62.	Click in the <b>End Date</b> field.
63.	Enter the desired information into the <b>End Date</b> field. For this example, enter $5/20/2017$ .
64.	Click the button to the right of the <b>Adjustment/ Payout/ Take</b> field.
65.	Click the <b>Adjustment</b> list item. Adjustment
66.	Click in the Earn Code field.
67.	Enter the desired information into the <b>Earn Code</b> field. For this example, enter <b>CRB</b> .
68.	Click in the Absence Element field.
69.	Click in the Hours/ Credits field.
70.	Enter the desired information into the <b>Hours</b> / <b>Credits</b> field as a <u>positive</u> amount. Do <u>not</u> enter a negative amount. For this example, enter <b>20</b> .
71.	Click in the <b>Comments</b> field.
72.	Enter the desired information into the <b>Comments</b> field. For this example, enter <b>Receiving 20 hours from bank</b> .
73.	When you finish entering all leave donation details, click the <b>Save</b> button.



Adjustment//Payout         Chart Field Detail         Temp         Chart Field Detail         Temp         Adjustment//Payout         Cade         Begin Date         End Date         Adjustment/ Payout         Earn Code         Absence Element         Hours/Credits         FMLA/CFRA /PDLL USAGEP         Octanality         Octanality
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ester: 10127666 Rocko Allen ested: 05/09/17 4:54-02.000000PM
Save Submit

Step	Action
74.	If there are no errors, the <b>Requester</b> field displays your employee ID and name. The <b>Requested</b> field displays the date and time you saved the transaction.
75.	The <b>Transaction ID</b> field in the page header displays a unique, system-generated transaction number.
76.	Note that when you save this page, the system automatically sorts the rows in numeric order by <b>Empl ID</b> .
77.	Click the <b>Submit</b> 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 <b>Manage Accruals</b> process or approvals. If you navigate away from the page without clicking <b>Submit</b> , you can search for it using the <b>Manage Accruals</b> search page. Click the <b>Submit</b> button.
78.	You have entered a catastrophic leave donation. Refer to the <i>Enter Catastrophic Leave Take</i> simulation to learn how to enter the catastrophic leave take. <b>End of Procedure.</b>