

Use this task to review employee leave balances in UCPath.

Navigation: PeopleSoft Homepage > Absence Administration > Manage Accruals/Balances > **Admin - Review Absence Balance**

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

Step	Action
1.	This simulation reviews a variety of leave accrual examples. This first example is a staff employee with vacation and sick leave accruals.
2.	Click in the Empl ID field. <input type="text"/>
3.	Enter the desired information into the Empl ID field. For this example, enter 10203351
4.	Click the Search button. <input type="button" value="Search"/>

← | ⌚ | ♥ | Search in Menu | Home | ⋮ | ⓘ

Absence Administration

Admin - Review Absence Balance | New Window | Help | Personalize Page

As of Date: 04/30/2024

10203351 LVD-Ian LVD-Sanchez

Current Balance							Personalize Find ⌕ First 1-3 of 3 Last
Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max	
Vacation	38.55	0.00	12.18	0.00	50.74	288.00	
Sick	307.06	8.00	8.12	0.00	307.19	0.00	
Employment Service Months	161.00	0.00	1.00	0.00	162.00	0.00	

Disclaimer: Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA, PFCB, U18 PFCB balance, please contact your local leave administrator.


Retirement Service Credits ?

For retirement service credit balances/questions please login to <https://ucnet.universityofcalifornia.edu/retirees/ucravs-how-to-guide.html>

Accrual For Pay Period By Appointment										Personalize Find ⌕ First 1 of 1 Last	
Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Accrued	PTO Factor	PTO Accrued
0	STAFF99	Share Region	TRAINER 4	TRAINER 4	176.00	Y	0.099231	12.184659	0.046154	8.123104	0.000000

Disclaimer: A month of qualifying service is earned when you are on pay status for at least half the number of working hours in the month or the quadriweekly cycle

Return to Search | Notify

Step	Action
5.	The Admin - Review Absence Balance page displays the leave accrual balances for the most recent period. In this example, the date is 04/30/2024.
6.	<p>You can change the leave accrual balance period by changing the As of Date.</p> <p>Click the Look up As of Date button.</p> 

The screenshot displays the UCPath Absence Administration interface. A 'Look Up As of Date' dialog box is open, showing a list of dates for selection. The main interface shows the 'Admin - Review Absence Balance' section for employee LVD-Ian LVD-Sanchez. The 'Current Balance' table shows balances for Vacation, Sick, and Employment Service Months. The 'Accrual For Pay Period By Appointment' table shows accrual data for the employee. The 'Look Up As of Date' dialog box is open, showing a list of dates for selection. The date 01/31/2024 is highlighted in the list.

Leave	Beginning Balance	Taken	End
Vacation	38.55	0.00	12/31/2023
Sick	307.00	8.00	8/31/2023
Employment Service Months	181.00	0.00	1/31/2024

Empl Record	Eligibility Group	Department	Position	Job Code
0	STAFF99	Share Region	TRAINER 4	TRAINER 4

Step	Action
7.	<p>UCPath displays leave accrual periods for the employee. Select the appropriate date.</p> <p>For this example, click the 01/31/2024 list item.</p> <p>01/31/2024</p>

Absence Administration

Admin - Review Absence Balance

As of Date: 01/31/2024

10203351 LVD-Ian LVD-Sanchez

Current Balance

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Vacation	26.55	0.00	12.74	0.00	39.29	288.00
Sick	323.06	24.00	8.49	0.00	307.56	0.00
Employment Service Months	158.00	0.00	1.00	0.00	159.00	0.00

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Retirement Service Credits ?

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Accrual For Pay Period By Appointment

Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued	PTO Factor	PTO Accrued
0	STAFF99	Share Region	TRAINER 4	TRAINER 4	164.00	Y	0.069231	12.738504	0.046154	8.492336	0.000000	0.000000

Disclaimer: A month of qualifying service is earned when you are on pay status for at least half the number of working hours in the month or the quadriweekly cycle

Return to Search | Notify

Step	Action
8.	UCPath displays the leave accrual balances as of 01/31/2024. Review the Current Balance section.
9.	The Leave column displays the employee's leave accrual types for the period. This employee has Vacation and Sick leave accrual types. If an employee uses designated protected sick leave, these hours will show in a separate row. In this example, the employee has not reported protected sick leave.
10.	Employment Service Months shows the employee's months of service for leave accrual tier purposes. Employment Service Months do <u>not</u> correspond to service credit for retirement purposes.
11.	The Beginning Balance column displays the leave accrual balances at the start of the selected period.
12.	The Taken column displays the leave accrual taken during the period.
13.	The Earned column displays the leave accrual earned during the period. If an employee had any worker's compensation or compensatory time off (CTO) adjustments completed on their behalf, these hours would be credited to them in the Earned column.
14.	The Adjustments column displays the leave accruals adjusted during the period. The Adjustments column is also used to initially store leave hours converted into UCPath.

Step	Action
15.	The Ending Balance column displays the leave accrual balances at the end of the selected period.
16.	The Accrual Max column displays the maximum leave accrual for the leave accrual type.

The screenshot displays the UCPath Absence Administration interface. At the top, there's a navigation bar with a search menu and user options. The main section is titled 'Absence Administration' and includes a sub-header 'Admin - Review Absence Balance'. Below this, there's a search bar with 'As of Date: 01/31/2024' and a user selection dropdown showing '10203351 LVD-Ian LVD-Sanchez'. The interface is divided into two main sections: 'Current Balance' and 'Accrual For Pay Period By Appointment'.

Current Balance Section: This section contains a table with the following columns: Leave, Beginning Balance, Taken, Earned, Adjustments, Ending Balance, and Accrual Max. The data rows are:

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Vacation	26.55	0.00	12.74	0.00	39.29	268.00
Sick	323.06	24.00	8.49	0.00	307.56	0.00
Employment Service Months	158.00	0.00	1.00	0.00	159.00	0.00

Below the table, there is a disclaimer: 'Disclaimer: Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA, PFCB, U18 PFCB balance, please contact your local leave administrator.' There is also a link for 'Retirement Service Credits'.


Accrual For Pay Period By Appointment Section: This section contains a table with the following columns: Empl Record, Eligibility Group, Department, Position, Job Code, Pay Period Hours, Service, Vacation Factor, Vacation Accrued, Sick Factor, Sick Accrued, PTO Factor, and PTO Accrued. The data row is:

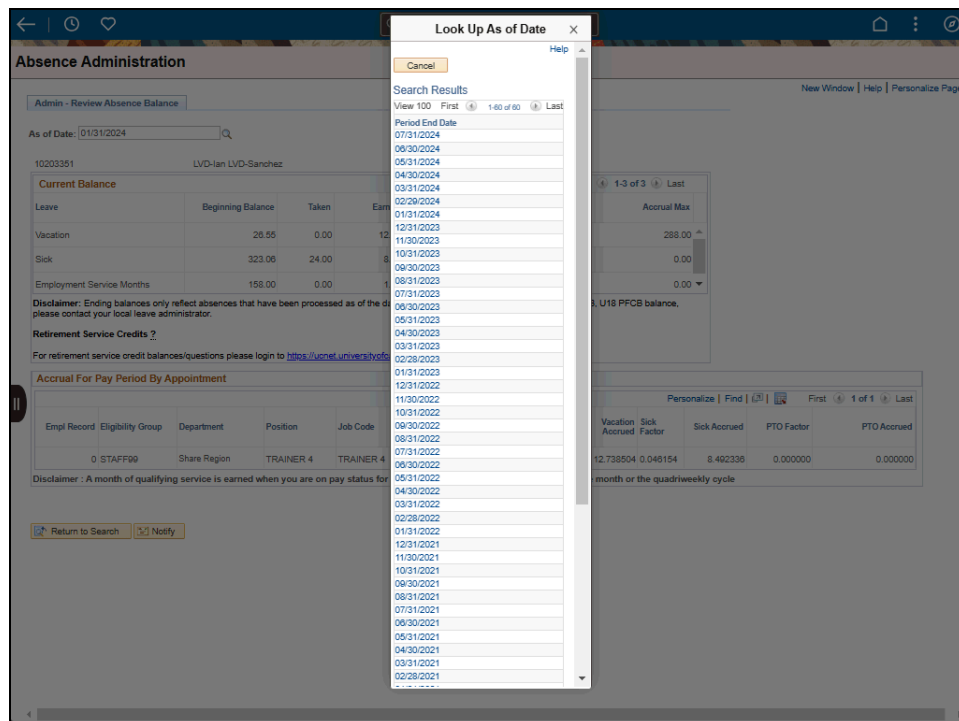
Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued	PTO Factor	PTO Accrued
0 STAFF99	Share Region	TRAINER 4	TRAINER 4	184.00	Y	0.069231	12.738504	0.046154	8.462336	0.000000	0.000000	


Below this table, there is another disclaimer: 'Disclaimer: A month of qualifying service is earned when you are on pay status for at least half the number of working hours in the month or the quadriweekly cycle.'

At the bottom of the interface, there are buttons for 'Return to Search' and 'Notify'.

Step	Action
17.	The Accrual For Pay Period By Appointment section displays the leave accrual factors for each of the employee's appointments (UC jobs).
18.	Each row in this section represents an appointment in the selected period. This employee has one row, so this employee has one UC appointment during this the period.
19.	The Pay Period Hours column displays the hours for each appointment in the period that are eligible for leave accruals.
20.	<p>Multiply the Pay Period Hours by the Vacation Factor to determine the Vacation Accrued for the period. In this example, $184 \times .069231$ equals 12.738504. Multiply the Pay Period Hours by the Sick Factor to determine the Sick Accrued for the period.</p> <p>The Sick Accrued and Vacation Accrued results are rounded up and appear in the Earned column in the Current Balance section.</p>

Step	Action
21.	<p>Review the disclaimers in each section on this page. Balances reflect what has been <u>processed to date</u> for the selected As of Date.</p> <p>Note that FMLA, CFRA and/or PDLL balances appear on this page when the employee is on a paid or intermittent FMLA, CFRA and/or PDLL leave.</p>
22.	<p>Return to the most recent period for this employee.</p> <p>Click the Look up As of Date button.</p> 



Step	Action
23.	<p>Select the appropriate date.</p> <p>For this example, click the 04/30/2024 list item.</p> 

← | ⌚ | ♥ | Search in Menu | Home | ⋮ | ⓘ

Absence Administration

Admin - Review Absence Balance | New Window | Help | Personalize Page

As of Date: 04/30/2024

10203351 LVD-Ian LVD-Sanchez

Current Balance				Personalize Find ⌕ First 1-3 of 3 Last		
Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Vacation	38.55	0.00	12.18	0.00	50.74	288.00
Sick	307.06	8.00	8.12	0.00	307.19	0.00
Employment Service Months	161.00	0.00	1.00	0.00	162.00	0.00

Disclaimer: Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA, PFCB, U18 PFCB balance, please contact your local leave administrator.

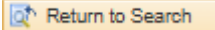
Retirement Service Credits ?

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Accrual For Pay Period By Appointment										Personalize Find ⌕ First 1 of 1 Last		
Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued	PTO Factor	PTO Accrued
0	STAFF99	Share Region	TRAINER 4	TRAINER 4	176.00	Y	0.069231	12.184659	0.046154	8.123104	0.000000	0.000000

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Return to Search | Notify

Step	Action
24.	UCPath displays the balances as of 04/30/2024. Now review another leave accrual example.
25.	Click the Return to Search button. 

The screenshot shows the 'Absence Administration' page with the 'Admin - Review Absence Balance' sub-page. Under 'Find an Existing Value', the 'Search Criteria' section has 'Empl ID' set to '10203351'. Below this, the 'Search Results' section shows '1 result: User ID "10066650", Empl ID "10203351"'. A table displays the result with columns 'Empl ID' and 'Name', showing '10203351' and 'LVD-Ian LVD-Sanchez' respectively.

Step	Action
26.	Click the Clear button.

The screenshot shows the 'Absence Administration' page with the 'Admin - Review Absence Balance' sub-page. The 'Search Criteria' section is visible, showing 'Empl ID' and 'Name' fields. The 'Clear' button is highlighted in the search criteria section.

Step	Action
27.	The next example shows an employee who is eligible for Sabbatical Leave accruals.
28.	Click in the Empl ID field. <input type="text"/>
29.	Enter the desired information into the Empl ID field. For this example, enter 10006514 .

← | ⌚ | ♥ Search in Menu

Absence Administration

Admin - Review Absence Balance

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with 10006514

Name begins with

Show more options

Search Clear Save Search

Step	Action
30.	Click the Search button. <input type="button" value="Search"/>

Absence Administration

Admin - Review Absence Balance

As of Date: 06/30/2023

10000514 LVD-Melissa LVD-Panna

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance
Sabbatical Leave	20.00	0.00	0.00	0.00	21.00
Employment Service Months	264.00	0.00	1.00	0.00	265.00

Disclaimer: Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA, PFCB, U18 PFCB balance, please contact your local leave administrator.

Retirement Service Credits ?

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Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Accrued	PTO Factor	PTO Accrued
0	ACAY/SABB	Comparative Lit & Languages	PROF-AY	PROF-AY	168.00	Y	0.000000	0.000000	0.000000	0.000000	0.000000

Disclaimer: A month of qualifying service is earned when you are on pay status for at least half the number of working hours in the month or the quadriweekly cycle

[Return to Search](#) [Notify](#)

Step	Action
31.	The Admin - Review Absence Balance page displays Melissa's leave accrual balances as of 06/30/2023.
32.	The Current Balance section includes Sabbatical Leave credit as well as Employment Service Months .
33.	The 0 in the Earned column seems to indicate that the employee has not earned any sabbatical credits for the period. Sabbatical credits do not appear on this page until the credits are a whole number.
34.	<p>Note: Eligible academic appointees with a paid appointment of at least thirty calendar days in a calendar year will receive a sick leave bank of six (6) days and can be used according to APM policy.</p> <p>Academic banks are managed locally and do not currently appear in UCPath.</p>
35.	A new bank of paid sick leave will become available on January 1 of each year. The bank of unused paid sick leave days will expire on December 31 of each year or the last date of appointment if the appointment ends before December 31.
36.	Click the Return to Search button.
37.	Click the Clear button.

Step	Action
38.	Now review another absence balance example: leave balances for a per diem employee. Click in the Empl ID field. <input type="text"/>
39.	Enter the desired information into the Empl ID field. For this example, enter 10047213
40.	Click the Search button. <input type="button" value="Search"/>

Absence Administration

Admin - Review Absence Balance

As of Date: 09/14/2024

10047213 LVD-Ivette LVD-Wolf

Current Balance	Personalize	Find	First	1-4 of 4	Last
Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance
Employment Service Months	37.00	0.00	0.00	0.00	37.00
Per diem Sick Leave Bank	0.00	4.00	8.00	0.00	4.00
Protected Hours Used	0.00	4.00	0.00	0.00	4.00

Disclaimer: Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA, PFCL, U18 PFCL balance, please contact your local leave administrator.

Retirement Service Credits ?

For retirement service credit balances/questions please login to <https://ucnet.universityofcalifornia.edu/retirees/urays-how-to-guide.html>

Accrual For Pay Period By Appointment	Personalize	Find	First	1 of 1	Last								
Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period	Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued	PTO Factor	PTO Accrued
2 PERDIEM	Faculty Practice Group	PHYSN SR	PHYSN SR	0.00	N	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000

Disclaimer: A month of qualifying service is earned when you are on pay status for at least half the number of working hours in the month or the quadriweekly cycle

[Return to Search](#) [Notify](#)

Step	Action
41.	The Admin - Review Absence Balance page displays Ivette's leave accrual balances as of 09/14/2024.

11

For new Per Diem hires, the paid sick leave will be credited and available for use on the next working day following the employee's first monthly or quadriweekly pay cycle.

← | ⌚ | ♥ | Search in Menu | Home | Help | Personalize Page

Absence Administration

Admin - Review Absence Balance

As of Date: 09/14/2024

10047213 LVD-Ivette LVD-Wolf

Current Balance					
	Beginning Balance	Taken	Earned	Adjustments	Ending Balance
Leave					
Employment Service Months	37.00	0.00	0.00	0.00	37.00
Per diem Sick Leave Bank	0.00	4.00	8.00	0.00	4.00
Protected Hours Used	0.00	4.00	0.00	0.00	4.00

Disclaimer: Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA, PFCL, U18 PFCL balance, please contact your local leave administrator.

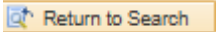
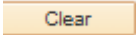
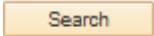
Retirement Service Credits ?

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Accrual For Pay Period By Appointment												
Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued	PTO Factor	PTO Accrued
2	PERDIEM	Faculty Practice Group	PHYSN SR	PHYSN SR	0.00	N	0.000000	0.000000	8	0.000000	0.000000	0.000000

Disclaimer: A month of qualifying service is earned when you are on pay status for at least half the number of working hours in the month or the quadriweekly cycle

Return to Search | Notify

Step	Action
43.	Note: The Protected Hours Used row will appear when an employee uses sick leave hours designated as protected. The total number of protected sick leave hours used will appear in the Ending Balance column.
44.	Click the Return to Search button. 
45.	Click the Clear button. 
46.	Now review another leave accrual example: accruals for a Post Doctoral employee. Click in the Empl ID field. <input type="text"/>
47.	Enter the desired information into the Empl ID field. For this example, enter 10004045
48.	Click the Search button. 

Absence Administration

Admin - Review Absence Balance

As of Date: 09/30/2024

10004045 LVD-Ursula LVD-Rouland

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance
Employment Service Months	31.00	0.00	1.00	0.00	32.00
Post Doc PTO	192.00	0.00	0.00	0.00	192.00
Post Doc Sick	96.00	0.00	0.00	0.00	96.00

Current Balance

Disclaimer: Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA, PFCB, U16 PFCB balance, please contact your local leave administrator.

Retirement Service Credits ?


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Accrual For Pay Period By Appointment

Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued	PTO Factor
0	ACFP/DOCC	MATERIALS SCIENCE & ENGRNG	POSTDOC-EMPLOYEE	POSTDOC-EMPLOYEE	112.01	Y	0.000000	0.000000	0.000000	0.000000	0.000000

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[Return to Search](#) [Notify](#)

Step	Action
49.	The Admin - Review Absence Balance page displays Ursula's leave accrual balances as of 09/30/2024.
50.	The Current Balance section displays Post Doc PTO and Post Doc Sick leave accrual balances.
51.	<p>Post Doc PTO and Post Doc Sick leave accruals are front-loaded (awarded) to the employee for the entire anniversary year at the <u>start</u> of each anniversary year. This means that Post Doc employees do <u>not earn</u> leave hours on a monthly or on a quadri-cycle.</p> <p>The front-load leave accrual amount is prorated for the anniversary year based on the employee's Expected End Date on the Job Data page. Unused Post Doc PTO does <u>not</u> carry over to the next accrual year. Unused Post Doc Sick <u>does</u> carry over to the next accrual year.</p>
52.	<p>Click the Return to Search button.</p> 

The screenshot shows the 'Absence Administration' page in UCPath. The page title is 'Admin - Review Absence Balance'. Below the title, there is a section for 'Find an Existing Value' with a 'Search Criteria' dropdown. A message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two dropdowns for 'Recent Searches' and 'Saved Searches', both with 'Choose from recent searches' and 'Choose from saved searches' options. The search criteria section includes two input fields: 'Empl ID' with a dropdown set to 'begins with' and a value of '10004045', and 'Name' with a dropdown set to 'begins with' and a value of '10004045'. Below these fields are buttons for 'Search', 'Clear', and 'Save Search'. The 'Search Results' section shows '1 result User ID "10066650", Empl ID "10004045"'. Below the results is a table with columns 'Empl ID' and 'Name'. The table contains one row with '10004045' and 'LVD-Ursula LVD-Rouland'. The table has a 'View All' link and pagination controls showing '1 of 1'.

Empl ID	Name
10004045	LVD-Ursula LVD-Rouland

Step	Action
53.	Click the Clear button. <div>Clear</div>
54.	Now review another leave accrual example: an employee who is reaching the leave accrual maximum. Enter the desired information into the Empl ID field. For this example, enter 10007049 .
55.	Click the Search button. <div>Search</div>

Admin - Review Absence Balance

As of Date: 09/30/2024

10007049 LVD-Nicole LVD-Lefebvre

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max	Approaching Max
Vacation	276.92	0.00	11.08	0.00	288.00	288.00	Y
Sick	262.93	0.00	7.75	0.00	290.68	0.00	0
Employment Service Months	185.00	0.00	1.00	0.00	186.00	0.00	0

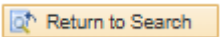
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Retirement Service Credits ?
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Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued
0 STAFF99		Ctr for Nano Sci & Engr	RSCH AND DEV ENGR 4	RSCH AND DEV ENGR 4	168.00	Y	0.069231	11.077598	0.046154	7.753872

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[Return to Search](#) [Notify](#)

Step	Action
56.	UCPath displays Nicole's leave accrual balances as of 09/30/2024.
57.	Note that there is an additional column in the Current Balance section. The Approaching Max column appears when an employee is approaching or has reached the leave accrual maximum for a leave accrual type. In this example, the Y on the second row indicates the employee will soon reach the Vacation accrual maximum.
58.	Click the Return to Search button. 

← | ⌚ | ♥ Search in Menu

Absence Administration

Admin - Review Absence Balance

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with 10007049

Name begins with

Show more options

Search Clear Save Search

Search Results

1 result User ID *10066650, Empl ID *10007049

Empl ID	Name
10007049	LVD-Nicole LVD-Lefebvre

Step	Action
59.	Click the Clear button. <div>Clear</div>
60.	Now look at another example: an employee who has no leave accrual balances. Enter the desired information into the Empl ID field. For this example, enter 10006511 .
61.	Click the Search button. <div>Search</div>

Absence Administration

Admin - Review Absence Balance

As of Date: 12/01/2017

10000511 LVD-Yuanlin LVD-Konrad

Current Balance

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance
Employment Service Months	0.00	0.00	0.00	0.00	0.00

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Retirement Service Credits ?

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Accrual For Pay Period By Appointment

Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued	PTO Factor	PTO Accrued
0 UCALL	SOM OB/GYN	ASST CLIN PROF-VOL	ASST CLIN PROF-VOL	0.00 N	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000

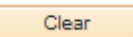
Disclaimer: A month of qualifying service is earned when you are on pay status for at least half the number of working hours in the month or the quadriweekly cycle

There are no Absence Balances to display.

[Return to Search](#) [Notify](#)

Step	Action
62.	The Admin - Review Absence Balance page appears for Yuanlin Konrad. Notice that the text in red font states that there are no absence balances for Yuanlin for the selected period. Remember that changing the As of Date may display balances for other periods.
63.	Click the Return to Search button. 

The screenshot shows the UCPath Absence Administration interface. At the top, there's a navigation bar with a search menu. Below it, the page title is "Absence Administration". The main section is titled "Admin - Review Absence Balance". Under "Find an Existing Value", there's a "Search Criteria" section with instructions to enter information and click Search. Below this are "Recent Searches" and "Saved Searches" dropdowns. The search criteria section has two input fields: "Empl ID" with a dropdown set to "begins with" and a text box containing "10006511", and "Name" with a dropdown set to "begins with" and a text box. Below these are "Search", "Clear", and "Save Search" buttons. The "Search Results" section shows "1 result User ID *1006650*, Empl ID *10006511*". Below this is a table with columns "Empl ID" and "Name". The table contains one row with "10006511" and "LVD-Yuanlin LVD-Konrad". At the bottom of the table is a "View All" link and pagination controls showing "1 of 1".

Step	Action
64.	Click the Clear button. 
65.	You have reviewed leave accrual balances for multiple employees. End of Procedure.