

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.

\leftarrow \odot \heartsuit	Q Search in Menu	△ : ∅
Absence Administration		
E Search Person	Admin - Review Absence Balance	New Window Help
Extended Absence	 Find an Existing Value Search Criteria 	
Manage Accruais/Balances	Enter any information you have and click Search. Leave fields blank for a list of all values.	
Admin - Review Absence Balance	Recent Searches Choose from recent searches V Saved Searches Choose from saved searches	✔ //
Career & Benefits Elig Hrs INQ	Empl ID begins with 💙	
Manage Accruals	Search Clear	
Manage Accrual Transactions		
Upload E-084 File		
	Nothing yet Your search results will appear here	

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.
3.	Enter the desired information into the Empl ID field. For this example, enter 10203351
4.	Click the Search button.
	Search



Udmin Review Absence Balance et Date: 04/30:2024 0203351 LVD-lan LVD-Sanchez Current Balance Personalize [Find []] []] Fint I.3 of 3 Last exere Beginning Balance Take Earneel Adjustments Ending Balance Accural Max Accation 38.65 0.00 12.18 0.00 50.74 288.00		dministratio											lew Window Help Perso
203331 LVD-lan LVD-Sancher Personalize Find [2] First 0 1.3 of 3 0 Last Adjustments Ending Balane Adjustment Ending Balanes Adjustment Ending Balanes Adjustment Ending Balanes Adjustment Ending Balanes Adjustment Ending Balanes Adjustment Ending Balanes	Admin - Review	w Absence Balan	e .									N.	iew window [Help] Persol
Current Balance Personalice Ped D Personalice Personal	s of Date: 04/3	30/2024	Q										
Current Balance Personalice Ped D Personalice Personal	10202251		IVD Ion IVD Son	shor									
Accession 38.65 0.00 12.18 0.00 60.74 288.00 Biok 0.00 8.12 10 0.00 307.19 0.00 Indigenered Service Months 10.00 0.00 112.18 0.00 307.19 0.00 Indigenered Service Months 10.00 0.00 112.20 0.00 • Indigenered Service Credits 2. or referement service credit balances/questions please login to these liver shots afform and university of afform an		ance	Evonan Evo-San	01162		Persor	nalize Find	🕗 I 📑 🛛 Firs	(🕢 1-3 of	f3 🛞 Last			
sick void to the service is a s	Leave		Beginning Balan	ice Taken	Earned		Adjustments	Ending Balance		Accrual Ma	EX.		
Indexpenses Service Months 10:00 0.00 100 0.00 1122.00 0.00 relations of the date displayed. For the most up-to-date FMLA. PFCB, U18 PFCB balance, Searce control your local leave administrate. Settement Service Credits 2: or reliament service credit salances/questions please login to <u>Integritional universitytotalifornia set/universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_universitytotalice_univ</u>	/acation		38	.55 0.00	12.18		0.00	50.74		288.0	00 ^		
Isodalmer E-Sdrig balances only refect absences that have been processed as of the date displayed. For the most up-to-date FMLA. PFCB, U18 PFCB balance, ease contact your local leave edministratic. Externed SaveControls 2. or referement service credit balances/guestions please login to <u>https://unet.uriver3.vdcaffomia.edu/vefrees/uorayo-how-to-quide.html</u> Accrual For Pay Period By Appointment Empl Record Bigbility Group Department Position Job Code Pay Period None Service Vacation Sock Accrued Prt0 Factor PT0 Accrued 0 STAFF69 Share Region TRAINER 4 TRAINER 4 178.00 Y 0.050221 12.184555 0.046154 8.123104 0.000000 0.0000000 isolalient : 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 quadriveekly cycle	Sick		307.	.06 8.00	8.12		0.00	307.19		0.0	00		
ease control you'r local leave administrator. Informent Service Credits ? referement Service or exit balances/cuestors please login to <u>https://unet.universitydoalfonia edu/tetress/uorys-how-lo-cuide.html</u> Accrual For Pay Period By Appointment Empl Record Bigbility Group Department Position Job Code Pay Period Record Factor Accrual Fort Section Sick Accrual Fort Section Secti	Employment Se	ervice Months	161.	.00 0.00	1.00		0.00	162.00		0.0			
isclaimer : 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	lease contact y Retirement Ser for retirement s	vour local leave adr vice Credits ? vervice credit balan	ninistrator. pes/questions please log		et universityofoalifo	mia.edu/refin	ees/ucrays-ho	w-to-guide.html		Pers	sonalize Find		irst 🛞 1 of 1 🛞 Last
	lease contact y Retirement Ser or retirement s Accrual For I	your local leave add	ninistrator. bes/questions please log ppointment	, ain to <u>https://uone</u>	et universityofoalifo	mia.edu/retire	ees/uorays-ho	w-to-guide.html	Vacation	Pers			
	ease contact y etirement Ser or retirement s Accrual For I	your local leave add	ninistrator. bes/questions please log ppointment	, ain to <u>https://uone</u>	et universityofoalifo	mia.edu/retire	ees/uorays-ho	w-to-guide.html	Vacation	Pers			
	lease contact y Retirement Ser Or retirement s Accrual For I Empl Record 0 Disclaimer : A r	rour local leave add vice Credits ? ervice credit balan Pay Period By A Eligibility Group STAFF09 month of qualifyir	ninistrator. ppointment Department Share Region g service is earned wit	pin to <u>https://ucne</u> Position TRAINER 4	Job Code	Pay Period Hours 178.00	ees/uorays-ho Service	Vacation Factor 0.069231	Vacation Accrued 12.184656	Pers Sick Factor 0.046154	Sick Accrued 8.123104	PTO Factor	PTO Accrued

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.	You can change the leave accrual balance period by changing the As of Date . Click the Look up As of Date button.



- 🕓 🗢				Look Up As of Date >	<				
sence Administratio				Help	^		R. 1000. VAN	ZERTATION, KEERITATION	in a contra terres
sence Administratio	n			Cancel	11				
				Search Results	11			New V	Vindow Help Personalize
Admin - Review Absence Balance	e			View 100 First 🛞 1-60 of 60 🛞 Last	11				
				Period End Date	11				
s of Date: 04/30/2024	Q			07/31/2024	11				
				08/30/2024					
0203351	LVD-Ian LVD-Sanch	iez		05/31/2024 04/30/2024					
Current Balance				03/31/2024		🚯 1-3 of 3 🛞 Last			
				02/20/2024					
Leave	Beginning Balance	e Taken	Ear	01/31/2024		Accrual Max			
Vacation	38.5	5 0.00		12/31/2023			*		
racacon	30.0			11/30/2023		200.00			
Sick	307.0	3 8.00		3 10/31/2023		0.00			
				09/30/2023					
Employment Service Months	161.0	0.00		07/31/2023		0.00	•		
Disclaimer: Ending balances only	effect absences that hav	e been process	ed as of the o	06/30/2023		3, U18 PFCB balance,			
lease contact your local leave adn	ninistrator.			05/31/2023					
Retirement Service Credits ?				04/30/2023					
				03/31/2023					
or retirement service credit balance	es/questions please login	to <u>https://ucne</u>	e university of						
Accrual For Pay Period By A	ppointment			01/31/2023					
				12/31/2022 11/30/2022		Parra	nalize Find	(7) E Firet	④ 1 of 1 ④ Last
				10/31/2022		1 6130	nanze (r ning (Real File Luga	G TOTT & Last
Empl Record Eligibility Group	Department P	osition	Job Code	09/30/2022		Vacation Sick Accrued Factor	Sick Accrued	PTO Factor	PTO Accrued
				08/31/2022		Accrued Factor			
0 STAFF99	Share Region T	RAINER 4	TRAINER 4	07/31/2022		12.184656 0.046154	8.123104		
				06/30/2022				0.000000	0.000000
isclaimer : A month of qualifyin	g service is earned whe	n you are on p	bay status fo	05/31/2022		month or the quadriwe	ekly cycle		
				04/30/2022					
				02/28/2022					
Return to Search				01/31/2022					
				12/31/2021					
				11/30/2021					
				10/31/2021					
				09/30/2021					
				08/31/2021 07/31/2021					
				06/30/2021					
				05/31/2021					
				04/30/2021					
				03/31/2021					
				02/28/2021	-				
					_				

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



											Ne	w Window Help Persona
dmin - Review	v Absence Balan	e -										
of Date: 01/3	1/2024	Q										
0203351		LVD-Ian LVD-San	chez									
Current Bala	nce				Persor	nalize Find	🖉 📑 🛛 Firs	t 🛞 1-3 of	f3 🛞 Last			
eave		Beginning Balan	ce Taken	Earned		Adjustments	Ending Balance		Accrual Ma	x		
/acation		28.	55 0.00	12.74		0.00	39.29		288.0	o ^		
Sick		323.	06 24.00	8.49		0.00	307.56		0.0	0		
Employment Ser	rvice Months	158.	00.00	1.00		0.00	159.00		0.0	• •		
ease contact yo etirement Serv or retirement se	our local leave adr vice Credits ?	ces/questions please log						B, U18 PFCI		onalize Find	(2) 💽 F	irst 🚯 1 of 1 🛞 Last
ease contact yo etirement Serv or retirement se Accrual For P	our local leave adr vice Credits ? ervice credit balan	ninistrator. bes/questions please log ppointment				ees/uorays-ho		B, U18 PFC	Pers	onalize Find Sick Accrued	(2) R F PTO Factor	irst 🚯 1 of 1 🛞 Last PTO Accrued
ease contact yo etirement Serv or retirement se Accrual For P Empl Record 0	our local leave add vice Credits ? ervice credit balan Pay Period By A Eligibility Group STAFF99	ninistrator. pes/questions please log ppointment	pin to https://ucne Position TRAINER 4	Job Code	Pay Period Hours 184.00	ees/uorays-ho Service Y	Vacation Factor 0.069231	Vacation Accrued 12.738504	Pers Sick Factor 0.048154	Sick Accrued 8.492338		

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.

Admin - Review	w Absence Balance	10							N	ew Window Help Person:
s of Date: 01/3		9								
	112024									
0203351 Current Bala		LVD-Ian LVD-San	chez		Personalize Find	L 🕅 🔲 Eiret	t 🚯 1-3 of 3 🛞 La	-+		
current Dala	nice	Beginning Balan	ce Taken	Earned	Adjustments	Ending Balance	Accrual I			
/acation		28		12.74	0.00	-	200	.00 ^		
Bick		323.			0.00					
Employment Se	a dan Mantha	158.			0.00			.00 -		
lease contact y Retirement Serv for retirement se	vice Credits ?	ces/questions please log			mia.edu/retirees/ucrays-ht	w-to-guide.html				
lease contact y Retirement Serv for retirement se Accrual For F	vice Credits ? ervice credit balance	ninistrator. ces/questions please log ppointment				W-to-guide.html Vacation Factor		rsonalize Find Sick Accrued	PTO Factor	First () 1 of 1 () Last PTO Accrued
lease contact yr tetirement Ser or retirement se Accrual For F Empl Record	rour local leave adr vice Credits ? ervice credit balance Pay Period By A Eligibility Group STAFF99	ppointment Department Share Region	pin to https://ucne Position TRAINER 4	Luniversityofcalifo Job Code TRAINER 4	mia edu/retirees/uorays-ho Pav Period	Vacation Factor 0.069231	Pe Vacation Accrued Factor 12.738804 0.048154	rsonalize Find Sick Accrued 8.492336	PTO Factor	PTO Accrued

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.	Multiply the Pay Period Hours by the Vacation Factor to determine the Vacation Accrued for the period. In this example, 184 x .069231 equals 12.738504. Multiply the Pay Period Hours by the Sick Factor to determine the Sick Accrued for the period.
	The Sick Accrued and Vacation Accrued results are rounded up and appear in the Earned column in the Current Balance section.



Step	Action
21.	Review the disclaimers in each section on this page. Balances reflect what has been processed to date for the selected As of Date .
	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.
22.	Return to the most recent period for this employee.
	Click the Look up As of Date button.

	Look Up As of Date ×	
Absence Administration	Help A	
Admin - Review Absence Balance	Search Results View 100 First (1-60 of 60 (Last	New Window Help Personalize Page
As of Date: 01/31/2024	Period End Date 07/31/2024 00/30/2024	
10203351 LVD-Ian LVD-Sanchez	05/31/2024	
Current Balance	04/30/2024 03/31/2024	🛞 1-3 of 3 🛞 Last
Leave Beginning Balance Taken	02/29/2024 01/31/2024	Accrual Max
Vacation 28.55 0.00	12/31/2023 11/30/2023	288.00 ^
Sick 323.06 24.00	8 10/31/2023 09/30/2023	0.00
Employment Service Months 158.00 0.00 Disclaimer: Ending balances only reflect absences that have been processed as of the	1 08/31/2023 07/31/2023	0.00
Please ontain you local available and a mistance and the set of th	05/31/2023 04/30/2023 03/31/2023	
Accrual For Pay Period By Appointment	01/31/2023 12/31/2022 11/30/2022	Personalize Find 🔅 🙀 First 🛞 1 of 1 🛞 Last
Empl Record Eligibility Group Department Position Job Code	10/31/2022 09/30/2022 08/31/2022	Vacation Sick Accrued Factor PTO Accrued
0 STAFF99 Share Region TRAINER 4 TRAINER	4 07/31/2022 08/30/2022	12.738504 0.046154 8.492338 0.000000 0.000000
Disclaimer : A month of qualifying service is earned when you are on pay status	06310202 04300022 03110022 03110022 03110022 013110022 11310022 013110021 113010021 06300021 063110021 063010021 063010021 063010021 063010021 063010021 063110021 063010021 063110021 05310021 05310021 05300021 05310021 05300021 05310021 05300021 05310021 05300021 05310021 05300001 05310021 05300001 05310021 05300001 05310021 05300001 05310021 05300001	month or the quadriweekly cycle

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



											New Window Help	Person
Admin - Review	w Absence Balanc	e										
s of Date: 04/3	0/2024	٩										
10203351		LVD-Ian LVD-Sa	nchez									
Current Bala	ince				Personalize Find	Firs	t 🛞 1-3 of	3 🛞 Last				
Leave		Beginning Bala	ance Taken	Earned	Adjustment	s Ending Balance		Accrual Max				
Vacation		3	8.55 0.00	12.18	0.0	0 50.74		288.00	*			
Sick		30	7.06 8.00	8.12	0.0	0 307.19		0.00				
Employment Ser	ervice Months	16	1.00 0.00	1.00	0.0	0 162.00		0.00	-			
olease contact yo Retirement Serv For retirement se		rinistrator. es/questions please li	ogin to <u>https://uone</u>	et universityofcalifo	omia.edu/retirees/ucrays-l	10w-to-quide.html		Perso	nalize Find	0	First 🕢 1 of 1 📀	Last
Nease contact your Retirement Serve For retirement serve Accrual For F	our local leave adm vice Credits ? ervice credit balanc Pay Period By A	iinistrator. es/questions please li ppointment			Pay Period	Vacation	Vacation	Sick				
Nease contact your Retirement Serve For retirement serve Accrual For F	our local leave adn vice Credits ? ervice credit balanc	rinistrator. es/questions please li	ogin to <u>https://uone</u> Position	<u>et universityofcalifc</u> Job Code	Pay Period Hours		Vacation Accrued 1	Sick	nalize Find Sick Accrued	PTO Facto		
Retirement Serv For retirement serv Accrual For P Empl Record	our local leave adm vice Credits ? ervice credit balance Pay Period By A Eligibility Group STAFF99	inistrator. es/questions please in ppointment Department Share Region	Position TRAINER 4	Job Code TRAINER 4	Pay Period	Vacation Factor 0.080231	Accrued 1	Sick Factor 0.046154	Sick Accrued 8.123104	PTO Facto	r PTO Acc	rued

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.



		Q. Search in Menu	۵
ence Administra	tion		
			New Wi
nin - Review Absence	Balance		
ind an Existing Value	9		
Search Criteria Enter any information you h	ave and click Search. Leave fields blank for a list	st of all values.	
Recent Searches	Choose from recent searches	▼ / Saved Searches Choose from saved searches V	•
	gins with ♥ 10203351		
	Show more options		
	Search Clear Sav	ve Search	
 Search Results 			
	"10066650", Empl ID "10203351"		
		View All First () 1 of 1 () Last	
		View All First (a) 1 of 1 (a) Last	
1 result User ID		View All First () 1 of 1 () Last	
1 result User ID Empl ID	Name		
1 result User ID Empl ID	Name		
1 result User ID Empl ID	Name		
1 result User ID Empl ID	Name		
1 result User ID Empl ID	Name		
1 result User ID Empl ID	Name		
1 result User ID Empl ID	Name		
1 result User ID Empl ID	Name		
1 result User ID Empl ID	Name		
1 result User ID Empl ID	Name		

Step	Action
26.	Click the Clear button.
	Clear

\leftarrow 0 \heartsuit	Q. Search in Menu	$\triangle : \emptyset$
Absence Administration		
E Search Person	Admin - Review Absence Balance	New Window Help
Extended Absence V	Find an Existing Value • Search Criteria	
Manage Accruais/Balances	Seatch Citteria Enter any information you have and click Search. Leave fields blank for a list of all values.	
Admin - Review Absence Balance	SReart Searches Choose from recent searches ✓ Ø □ Saved Searches Choose from saved searches	♥ Ø
Career & Benefits Elig Hrs INQ	Empl ID [begins with V] Name [begins with V]	
Manage Accruals	Search Clear	
Manage Accrual Transactions		
Upload E-084 File		
	Nothing yet Your search results will appear here	



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

\leftarrow O \heartsuit	Q Search in Menu	△ : ∅
Absence Administration		
E Search Person	Admin - Review Absence Balance	New Window Help
Extended Absence Manage Accruals/Balances	Find an Existing Value * Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.	
Admin - Review Absence Balance	Image: Searches Image: Choose from recent searches Image: Searches Image: Searches	♥ //
Career & Benefits Elig Hrs INQ	Empt ID begins with v 10000514 Name begins with v 1 Vote more potions	
Manage Accruals	Search Clear Search	
Manage Accrual Transactions Upload E-084 File		
	4	•

Step	Action
30.	Click the Search button.
	Search



		_									New	Window Help Personalia
Admin - Reviev	v Absence Balano	e										
s of Date: 06/3	0/2023	Q										
10006514		LVD-Melissa LVD-P	arma									
Current Bala	nce				Persona	alize Find 🗇 📑		First 🛞 1-2 of 2	2 🛞 Last			
Leave		Beginning	g Balance	Taken	Earned	Adjustr	ments	End	ling Balance			
Sabbatical Leav	e		20.00	0.00	0.00		0.00		21.00	^		
Employment Se	rvice Months		264.00	0.00	1.00		0.00		265.00	-		
Accrual For F												
Accrual For F										nalize Find	2	First ④ 1 of 1 ④ Last
					Pau Pariad	View	ation	Vacation				
	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service Vaca Fact	ation tor	Vacation Accrued	Sick	Sick Accrued	PTO Facto	
Empl Record	Eligibility Group ACAYSABB	Compare to a 1 d. S.	Position PROF-AY	Job Code PROF-AY	Pay Period Hours	Service Fact		Accrued	Sick	Sick Accrued		or PTO Accrued
Empl Record	ACAYSABB	Comparative Lit &	PROF-AY	PROF-AY	168.00	Y 0.00	tor	Accrued 0.000000	Sick Factor	0.000000		or PTO Accrued

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.	 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. Academic banks are managed locally and do not currently appear in UCPath.
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.
39.	Enter the desired information into the Empl ID field. For this example, enter 10047213
40.	Click the Search button.

Admin Paulau	Absence Balance								Ne	ew Window Help Persona
		•								
s of Date: 09/1	4/2024	Q								
10047213		LVD-Ivette LVD-	-Wolf							
Current Bala	nce				Persor	nalize Find 🔃 📑	First 🚯 1-4	of 4 🛞 Last		
Leave		Begin	ining Balance	Taken	Earned	Adjustn	ents	Inding Balance		
Employment Se	rvice Months		37.00	0.00	0.00		0.00	37.00 🚔		
Per diem Sick L	eave Bank		0.00	4.00	8.00		0.00	4.00		
Protected Hour	's Used		0.00	4.00	0.00		0.00	4.00 👻		
			login to <u>https://uor</u>	net.universityofoa		ees/ucrays-how-to-guid	.html	Personalize	Find 🖉 📴	First 🚯 1 of 1 🕑 Last
For retirement se Accrual For F	ervice credit balanc		login to <u>https://uor</u> Position	Job Code	Pay Period Hours		n Vacatio	~ .	Find 🗐 👿 F	First ④ 1 of 1 ④ Last PTO Accrued
For retirement an Accrual For F Empl Record 2	ervice credit balance Pay Period By Aj Eligibility Group PERDIEM	Department Department Faculty Practice Group	Position PHYSCN SR	Job Code PHYSCN SR	Pay Period Hours	Service Vacati Factor	n Vacation Accruer	Sick Sick A	ocrued PTO Factor 000000 0.000000	PTO Accrued
For retirement an Accrual For F Empl Record 2	ervice credit balance Pay Period By A Eligibility Group PERDIEM nonth of qualifyin	Department Department Faculty Practice Group g service is earned	Position PHYSCN SR	Job Code PHYSCN SR	Pay Period Hours	Service Vacati Factor	n Vacation Accruer	Sick Sick A	ocrued PTO Factor 000000 0.000000	РТО А

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



Admin - Review	w Absence Balanc								Ne	ew Window Help Personal
s of Date: 09/1		Q								
	142024									
0047213 Current Bala	nce	LVD-Ivette LVD-	Wolf		Person	nalize Find 💷 🔣	First 🕢 1-4 of	M 🛞 Last		
Leave	ince	Begin	ning Balance	Taken	Earned	Adjustments		nding Balance		
Employment Se	ervice Months		37.00	0.00	0.00	0.00		37.00 🔺		
Per diem Sick L	eave Bank		0.00	4.00	8.00	0.00		4.00		
Protected Hour	rs Used		0.00	4.00	0.00	0.00		4.00 🖵		
For retirement se Accrual For F	ervice credit balance Pay Period By A	ppointment						Persenting	End (3) End	Ent @ 1.of1 @ Last
Accrual For F		Department	Position	Job Code	Pay Period Hours	Service Vacation Factor	Vacation	Sick		First () 1 of 1 () Last PTO Accrued
Accrual For F Empl Record 2	Pay Period By A	Department Faculty Practice Group	PHYSCN SR	PHYSCN SR	0.00	Factor	Accrued 0.000000	Sick Factor Sick Act	orued PTO Factor	PTO Accrued

Step	Action
42.	Per Diem employees receive 8 hours of paid sick leave per calendar year, with the new allotment provided each January 1. They may carry over unused sick leave from the previous year, however they cannot carry more than 16 hours at any time. 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.



									N	ew Window Help Personal
Admin - Revie	w Absence Bala	nce								
s of Date: 09/	14/2024	Q								
10047213		LVD-Ivette LVD-	Wolf							
Current Bala	ance				Persor	nalize Find 🔃 🔜	First 🛞 1-4 o	f4 🛞 Last		
Leave		Begin	ning Balance	Taken	Earned	Adjustments	E	nding Balance		
Employment Se	ervice Months		37.00	0.00	0.00	0.00		37.00		
Per diem Sick I	Leave Bank		0.00	4.00	8.00	0.00		4.00		
Protected Hou	urs Used		0.00	4.00	0.00	0.00		4.00 🖵		
									ind La line	First 🕢 1 of 1 🛞 Last
Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service Vacation Factor	Vacation Accrued	Sick Sick		
2	2 PERDIEM	Faculty Practice Group	PHYSCN SR	PHYSCN SR	0.00	Service Factor	0.000000	Sick Factor Sick Acce 8 0.000	ued PTO Factor	PTO Accrued

Step	Action
43.	Note: The Protected Hours Used row will appear when and 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.
47.	Enter the desired information into the Empl ID field. For this example, enter 10004045
48.	Click the Search button.



	dministratio										nu Minda	Help Person	alize D-
Admin - Reviev	w Absence Balanc	æ								D0	ew window	Help Person	alize Pa
s of Date: 09/3	30/2024	0											
of Date.		~											
0004045		LVD-Ursula LVD-R	Rouland										
Current Bala	ance							of3 🛞 Last					
.eave		Beginnin	ng Balance	Taken	Earned	Adjustments		Ending Balance					
Employment Se	ervice 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	•				
or retirement se		pes/questions please log	gin to <u>https://uo</u>	net universityofcal	ifornia.edu/retirees/uc	rays-how-to-guide.html					Per	sonalize Find	0
or retirement se	ervice credit balanc	ppointment Department	gin to <u>https://uc</u> Position	net universityofcal	ifornia.edu/retirees/uc	rays-how-to-guide.html	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick	sonalize Find Sick Accrued	(III P
Accrual For F Empl Record	ervice credit balance Pay Period By Aj Eligibility Group ACFYPDOC	Department MATERIALS	Position POSTDOC-EI	MPLOYEE	Job Code POSTDOC-EN	IPLOYEE	112.01	Y	Factor 0.000000	Vacation Accrued	Sick Factor		

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.	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.
	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.
52.	Click the Return to Search button.



\leftarrow	6	\Diamond		Q. Search in Menu			Ø
Abse	ence A	Adminis	tration			nº cn.	
						New Wir	dow Help
			ice Balance				
	ind an l Search	Existing Va Criteria	lue				
			ou have and click Search. Leave fields blank for a lis	t of all values.			
	🗐 Re	oent Searches	Choose from recent searches	V Saved Searches Choose from saved searches V	P		
		Empl ID	begins with V 10004045				
		Name	begins with ♥ ✓ Show more options				
				ve Search			
	💌 Sean	ch Results					
	1 re:	sult User	ID "10066650", Empl ID "10004045"				
Ш				View All First 🚯 1 of 1 🚯 Last			
	Er	npl ID	Name				
	10	0004045	LVD-Ursula LVD-Rouland	>			
l							
ĺ							
4							

Step	Action
53.	Click the Clear button.
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.



\leftarrow 0 \heartsuit			[Q Search in Me	าน							: @
Absence Administration		105. 200.000 VASA	4 . On 7 ON 7		1.15 4.51						G LA	
E Search Person		Admin - Review	v Absence Balan	ce						New Window	w Help P	ersonalize Pa
Extended Absence	~	As of Date: 09/3	0/2024	٩								
Manage Accruals/Balances	^	10007049 Current Bala	200	LVD-Nicole LVD	-Lefebvre		Parro	nalize Find (7] 🗔 Eirr	+ @ 1.2.0	of 3 🕢 Las	
Admin - Review Absence		Leave	nce	Beginning Balance	Taken E	arned A		Ending Balance				
Balance		Vacation		276.92	0.00	11.08	0.00	288.00	288.00	Y		*
Career & Benefits Elig Hrs INQ		Sick		282.93	0.00	7.75	0.00	290.68	0.00	0		
Manage Accruals		Employment Se	rvice Months	165.00	0.00	1.00	0.00	166.00	0.00	0		*
Upload E-084 File		Accrual For F	Pay Period By A	ppointment							Per	sonalize Fir
Manage Accrual Transactions		Retirement Service		ces/questions please	login to <u>https://ucne</u>	t.universityofcalifo	mia.edu/retir	ees/ucrays-how-	to-guide.html			
			Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation		Sick Accrue
		0	STAFF99	Ctr for Nano Sci &	RSCH AND DEV	RSCH AND DEV	168.00) Y	0.069231	11.077568	3 0.046154	7.7538
		Disclaimer : A n	oonth of qualifyir	Engr			ast half the	number of wor	king bours in f	e month or	the quadrin	veekiv cvcle
		Charles and	ional of quality i	ig service is carried	men you are on p	ay status for at h			ing nours in a	ic monar of	the quotin	icenty of the
		Return to Se	earch 🔄 Notif	ly .								
				<u></u>								
		4										

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.					



\leftarrow 0 \heartsuit	Q. Search in Menu	<u>∩</u> : ∅
Absence Administration		
E Search Person	Admin - Review Absence Balance	New Window Help
Extended Absence v	Find an Existing Value V Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.	
Manage Accruals/Balances	⑦ Recent Searches Choose from recent searches	v] //
Career & Benefits Elig Hrs INQ Manage Accruals	Empl ID begins with v 10007049 Name begins with v 1 V Show more sptons Search Clear [, Save Search]	
Manage Accrual Transactions		
Upload E-084 File	Search Results 1 result User ID "10066650", Empl ID "10007049"	
	View All First () 1 of 1 () Last Empl D Name	
	Dispute Name 10007049 LVD-Noole LVD-Lefebrre	

Step	Action
59.	Click the Clear button.
	Clear
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.
	Search



										Ne	w Window Help Personal
Admin - Revie	w Absence Balance	e									
s of Date: 12	01/2017	Q									
10006511		LVD-Yuanlin LV	D-Konrad								
Current Bal	ance				Pers	onalize Find 🖓 🔣	First 🚯 1 d	f1 🛞 Last			
Leave		Begin	ning Balance	Taken	Earned	Adjustmen	s E	inding Balance			
Employment S	ervice Months		0.00	0.00	0.00	0.	0	0.00			
	service credit balance Pay Period By A		ogin to <u>https://uon</u>	net universityofoali	omia.edu/retire	es/uorays-how-to-guide.h	mi				
								Perso	onalize Find	💷 🔣 🛛 F	First 🚯 1 of 1 🛞 Last
Empl Record	d Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued	PTO Factor	PTO Accrued
ſ	0 UCALL	SOM OB/GYN	ASST CLIN PROF-VOL	ASST CLIN PROF-VOL	0.00	N 0.00000	0.00000	0.000000	0.000000	0.000000	0.000000
)isclaimer : A	month of qualifyin	g service is earned	,								

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.



\leftarrow	6	\Diamond		Q Search in Menu		Ć	נ ו	Ø
Abse	ence A	dminist	ration	1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	<mark>20</mark> 18 AT AT ALL /		- CN - 14	1.4
							New Windo	w Help
Adm	nin - Rev	riew Absen	ce Balance					
	ind an E Search	Existing Val	lue					
			u have and click Search. Leave fields blank for a l	ist of all values.				
	🕙 Re	cent Searches	Choose from recent searches	V Saved Searches Choose from saved sea	arches 🗸 🗸			
			begins with					
			Search Clear Sa	ave Search				
		n Results Sult User I	ID "10066650", Empl ID "10006511"	View All First () 1 of 1 () Last				
	En	npl ID	Name	increated in the second second				
	10	008511	LVD-Yuanlin LVD-Konrad	>				
4								

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