

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

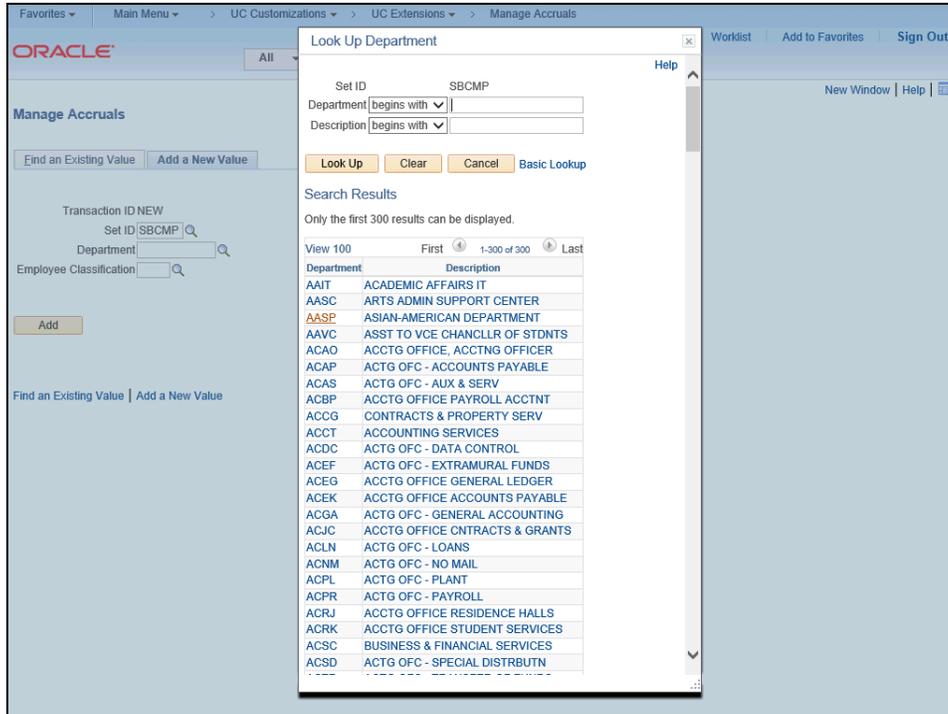
Use this task after you enter the catastrophic leave donation(s). Refer to the *Enter Catastrophic Leave Donation* simulation to learn how to enter catastrophic leave donations.

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

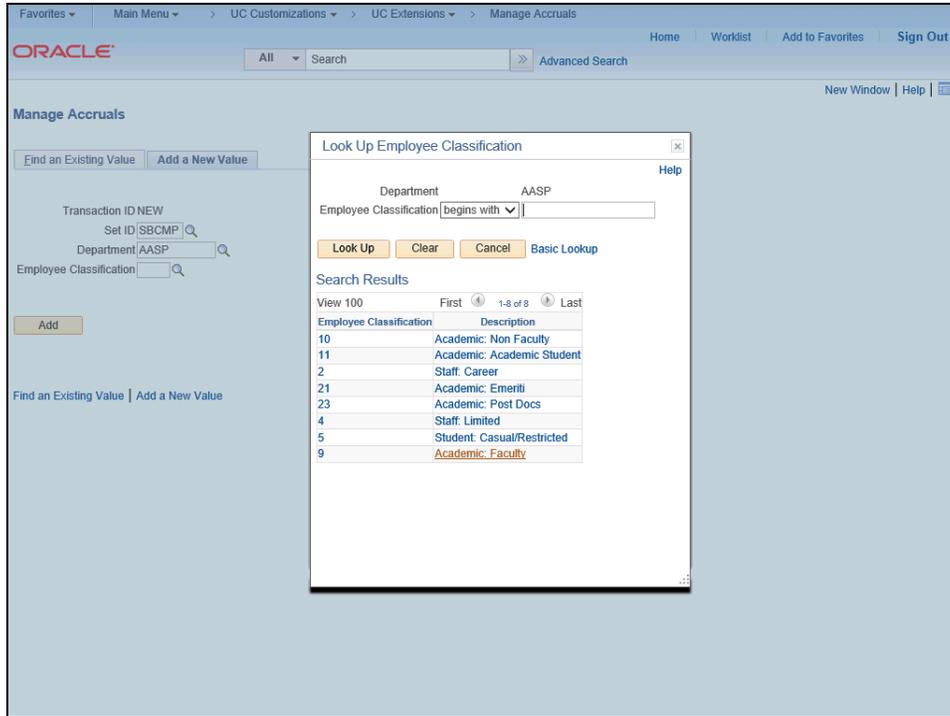
Note: This page also may be available in the UCPath **Workcenter** depending on your security access.

Step	Action
1.	<p>UCPath displays the Find an Existing Value tab, which you use to search for existing leave donations.</p> <p>Click the Add a New Value tab to enter a new leave take.</p> <p>Add a New Value</p>

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



Step	Action
5.	Click the AASP link. 
6.	Click the Look Up Employee Classification button. 



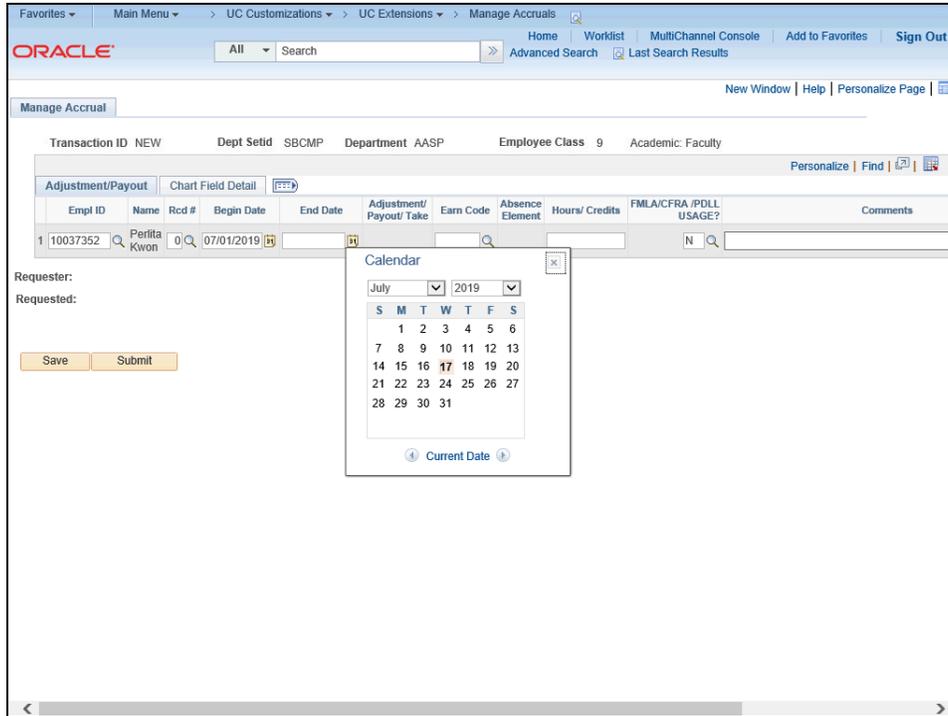
Step	Action
7.	Click the Academic: Faculty link. Academic: Faculty
8.	Click the Add button. Add

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

Step	Action
10.	<p>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 Add a New Value page.</p> <p>Click the 10037352 link.</p> <p>10037352</p>

Step	Action
11.	<p>The Rcd# field defaults to 0 and designates the employee's job record number. This field is important for employees who have multiple UC jobs/appointments.</p> <p>Enter the appropriate employee Rcd # when entering catastrophic leave takes. For this example, the employee only has one job, so the field default value is correct.</p>
12.	<p>Click in the Begin Date field.</p> <p><input type="text"/></p>
13.	<p>Use historic or current pay period dates for catastrophic leave transactions. Do <u>not</u> use future dates.</p> <p>Click the Calendar button for the Begin Date field.</p> <p></p>

Step	Action
14.	Select the appropriate year, month and date. For this example, click 1 . 1
15.	You must enter rows for each day for catastrophic leave takes. You also can enter up to 24 hours on one row if the Begin Date and End Date are the <u>same date</u> . Click the Calendar button for the End Date field. 



Step	Action
16.	Select the appropriate year, month and date. For this example, click 1 . 1
17.	Click the button to the right of the Adjustment/ Payout/ Take field. <input type="button" value="v"/>
18.	For catastrophic leave takes, always select Take . Click the Take list item. Take

Transaction ID NEW 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 /PDLL USAGE?	Comments
1		10037352	Perita Kwon	0	07/01/2019	07/01/2019	Take				N	

Requester:
Requested:

Save Submit

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

Look Up Earn Code

Earnings Code begins with

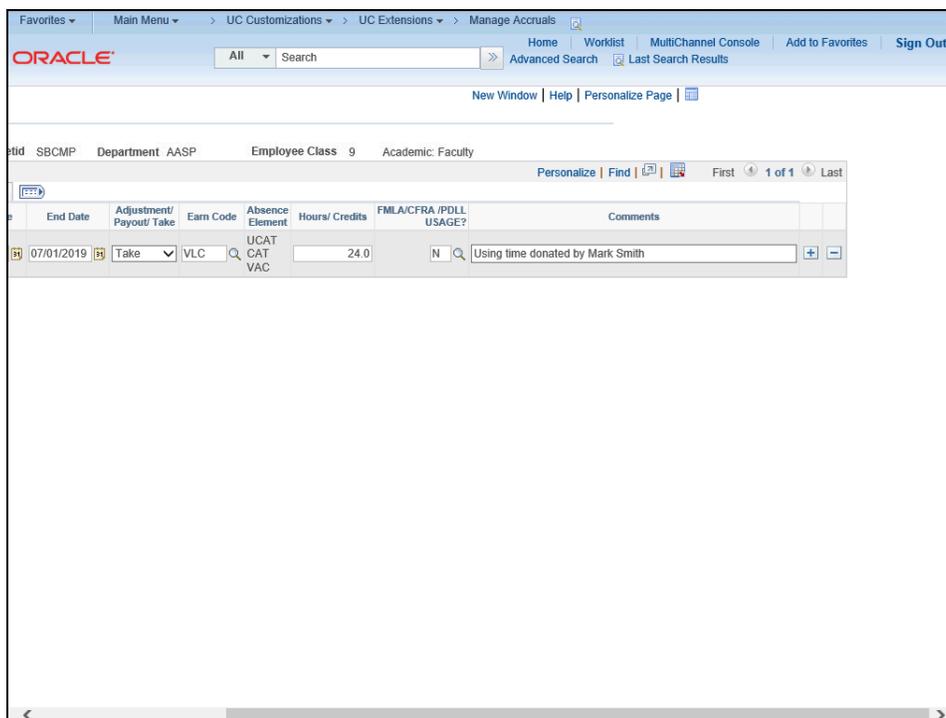
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-23 of 23 Last

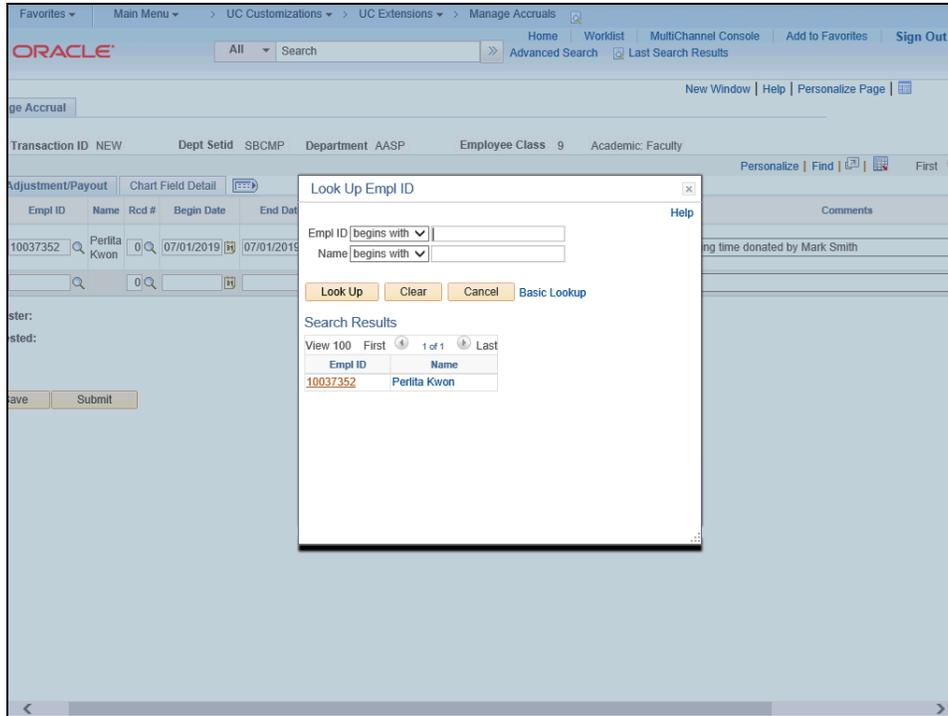
Earnings Code	Description
ADM	Administrative Leave -Salaried
CTO	Compensatory Time-Used Sal
HCU	Holiday-Comp-Time Used - Sal
HLF	Hol-Float-Comp-Time Used Sal
LNF	Leave-No Pay-FMLA Salaried
LNP	Leave-No Pay Salaried
MCL	Med Center ESL
MCS	Med Resident-Sick
MCV	Med Resident-Vacation
MEL	Med Resident-Educational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

Step	Action
20.	<p>The Look Up Ern Code list displays valid earnings codes for the employee based on their payroll pay group <u>and</u> earnings program.</p> <p>For this example, click the Catastrophic Leave Taken Sal list item. Catastrophic Leave Taken Sal</p>
21.	<p>Click in the Hours/ Credits field.</p> <input type="text"/>
22.	<p>When entering takes, <u>positive</u> hours <u>decrease</u> the employee's catastrophic leave balance and <u>negative</u> hours <u>increase</u> the employee's catastrophic leave balance.</p> <p>Enter the desired information into the Hours/ Credits field. For this example, enter 24.0.</p>
23.	<p>Comments are required.</p> <p>Click in the Comments field.</p> <input type="text"/>
24.	<p>Enter the desired information into the Comments field. You can enter up to 80 characters. For this example, enter Using time donated by Mark Smith.</p>



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

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



Step	Action
27.	Select the appropriate employee. For this example, click the Perlita Kwon list item. <u>10037352</u> Perlita Kwon

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

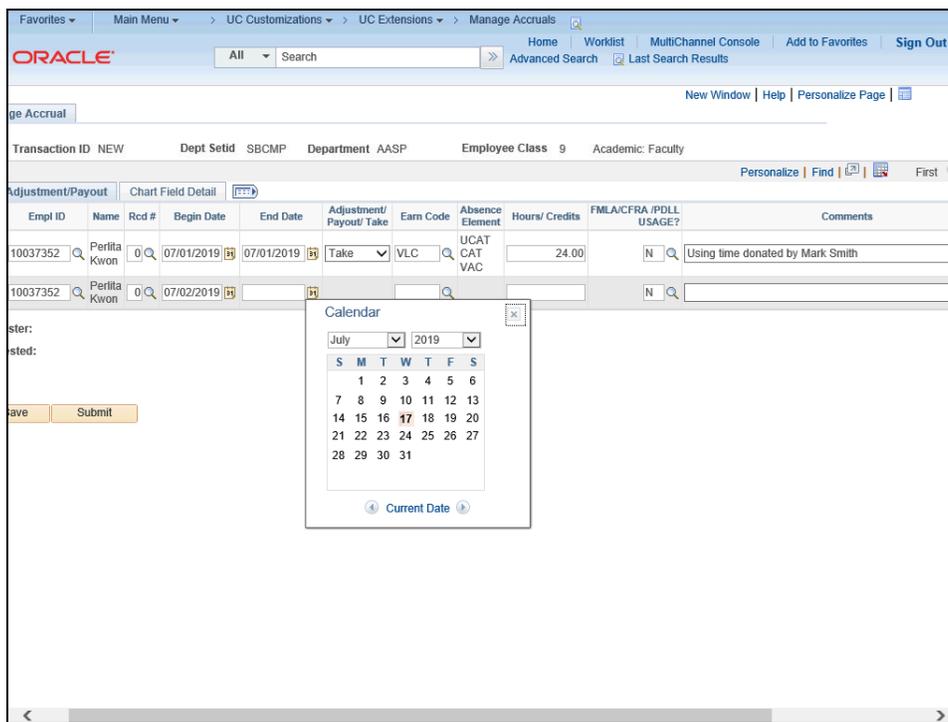
Empl ID	Name	Rcd #	Begin Date	End Date	Adjustment/Payout/ Take	Earn Code	Absence Element	Hours/ Credits	FMLA/CFRA /PDLL USAGE?	Comments
10037352	Perilita Kwon	0	07/01/2019	07/01/2019	Take	VLC	UCAT CAT VAC	24.00	N	Using time donated by Mark Smith
10037352	Perilita Kwon	0							N	

Step	Action
28.	Click the Calendar button for the Begin Date field. 

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

Empl ID	Name	Rcd #	Begin Date	End Date	Adjustment/Payout/ Take	Earn Code	Absence Element	Hours/ Credits	FMLA/CFRA /PDLL USAGE?	Comments
10037352	Perilita Kwon	0	07/01/2019	07/01/2019	Take	VLC	UCAT CAT VAC	24.00	N	Using time donated by Mark Smith
10037352	Perilita Kwon	0							N	

Step	Action
29.	Use current pay period dates for catastrophic leave transactions. Do <u>not</u> use future dates. For this example, click 2 .
30.	Click the Calendar button for the End Date field.



Step	Action
31.	Select the appropriate date. For this example, click 2 .
32.	Click the button to the right of the Adjustment/ Payout/ Take field.

Oracle UCPath Manage Accruals interface. The table below shows the data for two records:

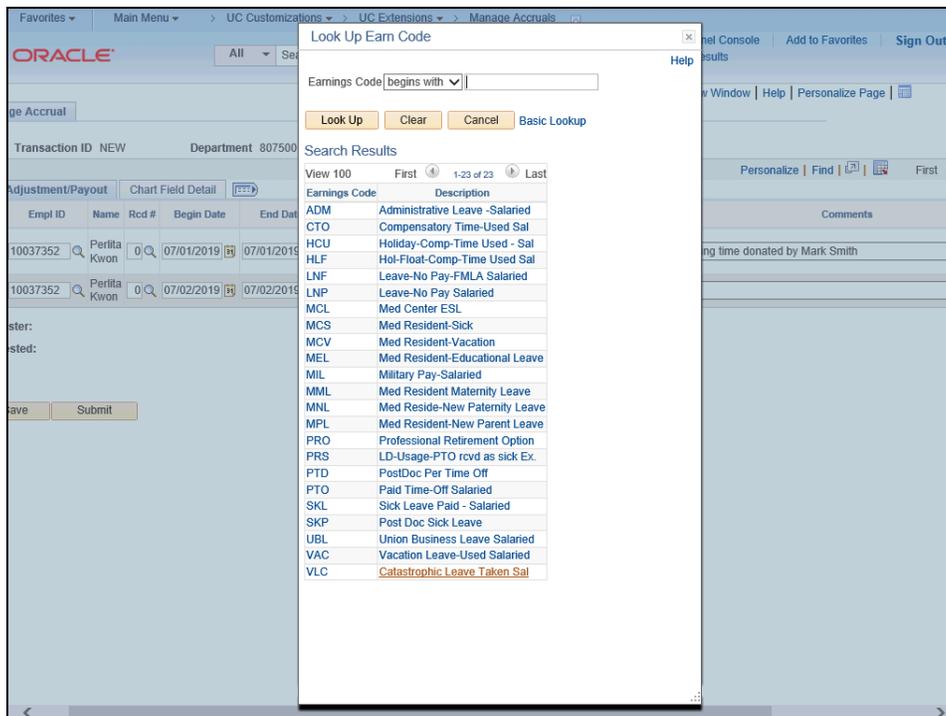
Empl ID	Name	Rcd #	Begin Date	End Date	Adjustment/Payout/ Take	Earn Code	Absence Element	Hours/ Credits	FMLA/CFRA /PDLL USAGE?	Comments
10037352	Perilita Kwon	0	07/01/2019	07/01/2019	Take	VLC	UCAT CAT VAC	24.00	N	Using time donated by Mark Smith
10037352	Perilita Kwon	0	07/02/2019	07/02/2019	Take				N	

Step	Action
33.	Click the Take list item. Take

Oracle UCPath Manage Accruals interface. The table below shows the data for two records, with the 'Take' option selected for the second record:

Empl ID	Name	Rcd #	Begin Date	End Date	Adjustment/Payout/ Take	Earn Code	Absence Element	Hours/ Credits	FMLA/CFRA /PDLL USAGE?	Comments
10037352	Perilita Kwon	0	07/01/2019	07/01/2019	Take	VLC	UCAT CAT VAC	24.00	N	Using time donated by Mark Smith
10037352	Perilita Kwon	0	07/02/2019	07/02/2019	Take				N	

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



Step	Action
35.	Select the appropriate earnings code. For this example, click the Catastrophic Leave Taken Sal link. Catastrophic Leave Taken Sal
36.	Click in the Hours/ Credits field. <input type="text"/>
37.	Enter the desired information into the Hours/ Credits field. For this example, enter 24.00 .
38.	Comments are required. Click in the Comments field. <input type="text"/>
39.	Enter the desired information into the Comments field. For this example, enter Using time donated by Sherri Jones .

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?	Comments	
1 10037352	Perilla Kwon	0	07/01/2019	07/01/2019	Take	VLC	UCAT CAT VAC	24.00	N	Using time donated by Mark Smith	
2 10037352	Perilla Kwon	0	07/02/2019	07/02/2019	Take	VLC	UCAT CAT VAC	24.00	N	Using time donated by Sherri Jones	

Requester:
Requested:

Save Submit

Step	Action
40.	<p>You can Save your entries and Submit for approval at a later time.</p> <p>For this example, click the Save button.</p> <p style="text-align: center;">Save</p>
41.	<p>Click the Submit button to route the entries for Location approval using Approval Workflow Engine (AWE). Note that the UCPath Center is <u>not</u> involved in the Manage Accruals process or approvals.</p> <p>Click the Submit button.</p> <p style="text-align: center;">Submit</p>
42.	<p>You have entered enter catastrophic leave takes for an employee.</p> <p>End of Procedure.</p>