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

Use this task <u>after</u> 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.

Favorites - Main Menu - > UC	Customizations • UC Extensions • :	Manage Accruals		
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Step	Action
1.	UCPath displays the Find an Existing Value tab, which you use to search for existing leave donations.
	Click the Add a New Value tab to enter a new leave take. <u>Add a New Value</u>



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



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



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	5 Student Casual/Restricted
	9 Academic: Faculty

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



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Step	Action
9.	Click the Look Up Empl ID button.
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Step	Action
10.	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.
	Click the 10037352 link. <u>10037352</u>

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Step	Action
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 catastrophic leave takes. For this example, the employee only has one job, so the field default value is correct.
12.	Click in the Begin Date field.
13.	Use historic or current pay period dates for catastrophic leave transactions. Do <u>not</u> use future dates.
	Click the Calendar button for the Begin Date field.



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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.
	31



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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.
18.	For catastrophic leave takes, always select Take.
	Click the Take list item.
	Take



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Step	Action
19.	Click the Look Up Earn Code button.
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	MCV Med Resident-Vacation	
Save Submit	MEL Med Resident-Educational Leave	
	MIL Military Pay-Salaried	
	MML Med Resident Maternity Leave	
	MINL Med Reside-New Paternity Leave	
	MPL Med Resident-New Patent Leave	
	PRO Professional Representation	
	PTD PostDoc Per Time Off	
	PTO Paid Time-Off Salaried	
	SKI Sick Leave Paid - Salaried	
	SKP Post Doc Sick Leave	
	UBL Union Business Leave Salaried	
	VAC Vacation Leave-Used Salaried	
	VLC Catastrophic Leave Taken Sal	
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Step	Action
20.	The Look Up Ern Code list displays valid earnings codes for the employee based on their payroll pay group <u>and</u> earnings program.
	For this example, click the Catastrophic Leave Taken Sal list item.
	Catastrophic Leave Taken Sal
21.	Click in the Hours/ Credits field.
22.	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.
	Enter the desired information into the Hours / Credits field. For this example, enter 24.0 .
23.	Comments are required.
	Click in the Comments field.
24.	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 .

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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.
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Step	Action
26.	Click the Look Up Empl ID button.
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Step	Action										
27.	Select the app	Select the appropriate employee.									
	For this examp 10037352	ple, click the Perlita Kwon list item. Perlita Kwon									





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Step	Action
28.	Click the Calendar button for the Begin Date field.
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Step	Action
29.	Use current pay period dates for catastrophic leave transactions. Do <u>not</u> use future dates.
	For this example, click 2 .
	2
30.	Click the Calendar button for the End Date field.
	31

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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.



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Step	Action
33.	Click the Take list item.
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Step	Action
34.	Click the Look Up Earn Code button.
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ustment/Payout Chart Field Detail	Earnings Code Description	
Empl ID Name Rod # Regin Data End	ADM Administrative Leave -Salaried	Commente
Emprilo Name Kouw Deginibate End	CTO Compensatory Time-Used Sal	Comments
Perlita 0.0 07/01/2010 151 07/01/2	HCU Holiday-Comp-Time Used - Sal	ng time denoted by Mark Smith
Kwon 6Q 0//01/2019 3 0//01/20	HLF Hol-Float-Comp-Time Used Sal	
Porlita	LNF Leave-No Pay-FMLA Salaried	
137352 Q Kwon 0 Q 07/02/2019 3 07/02/20	19 LNP Leave-No Pay Salaried	
	MCL Med Center ESL	
r:	MCS Med Resident-Sick	
d.	MCV Med Resident-Vacation	
u.	MEL Med Resident-Educational Leave	
	MIL Military Pay-Salaried	
	MML Med Resident Maternity Leave	
Submit	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	
c		

Step	Action
35.	Select the appropriate earnings code. For this example, click the Catastrophic Leave Taken Sal link. <u>Catastrophic Leave Taken Sal</u>
36.	Click in the Hours/ Credits field.
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.
39.	Enter the desired information into the Comments field. For this example, enter Using time donated by Sherri Jones .



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10037352	Perlita Kwon	0Q	07/01/2019	07/01/2019	Take 🗸	VLC Q	UCAT CAT VAC	24.00	NQ	Using time donated by Mark Smith
10037352	Perlita Kwon	0 Q	07/02/2019 🛐	07/02/2019	Take 🗸	VLC	UCAT CAT VAC	24.00	NQ	Using time donated by Sherri Jones
ster:										
ested:										
ave	Submit									

Step	Action
40.	You can Save your entries and Submit for approval at a later time. For this example, click the Save button.
41.	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.
42.	You have entered enter catastrophic leave takes for an employee. End of Procedure.