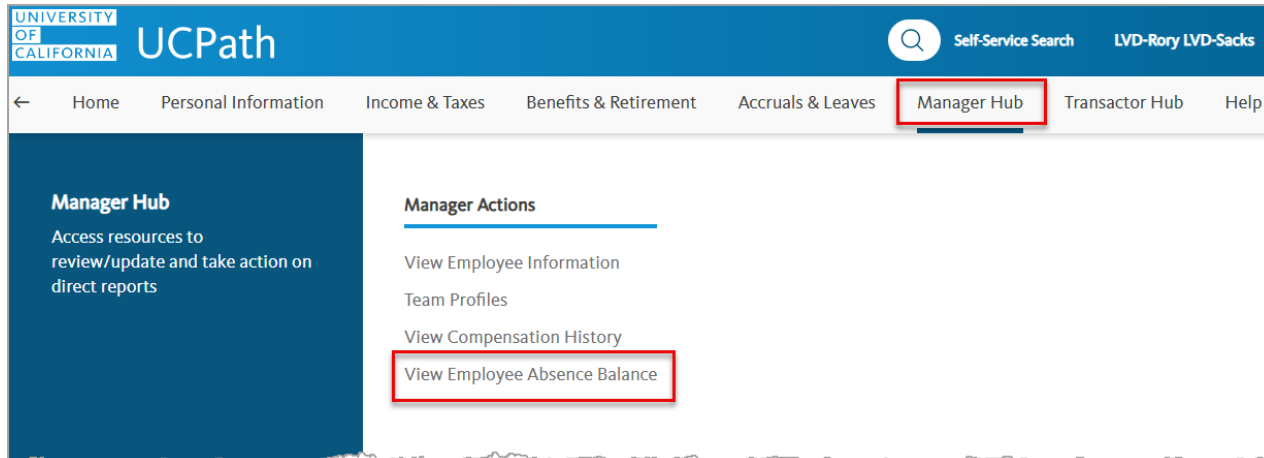


This Job Aid supports information learned in [EMP120: Manager Hub](#)


UCPath provides a quick and reliable way to view your employees' accruals and leave balances, helping you monitor their time off and ensure accurate recordkeeping.

Navigation: Menu > Manager Hub > Manager Actions > **View Employee Absence Balance**



View Employee Absence Balance Page

The **View Employee Absence Balance** page displays all employees in your direct report line


as of today's date. To view your direct reports as of another date, use the **Calendar** icon  to select the date and then select the **Search** button to display the updated list. You can also search for a particular team member by entering their name, title or email in the **Team Member** search field and selecting the **Search** button.

- Choose the **Select**  icon to view an employee's details.




View Employee Absence Balance

Find Team Member

Team Member:

As Of: 

Team Members

Team Members				3 rows
				
- 0				
LVD-Andreas LVD-Lasswell (He/Him/His)				
Job Title FINANCIAL SVC ANL 3	Empl Status Active	Department Accounting & Fiscal Services - IR8009	Location Aldrich Hall-2nd Fl - C-9003-F02	
Job Code 004628	Fixed/Variable Fixed	Position 40287464	Type Employee	
- 1				
LVD-Jessica LVD-Garcia (He/Him/His)				
Job Title BUS SYS ANL 3	Empl Status Active	Department Accounting & Fiscal Services - IR8009	Location Aldrich Hall-2nd Fl - C-9003-F02	
Job Code 007584	Fixed/Variable Fixed	Position 40291815	Type Employee	

Managers with Multiple Positions

If you have multiple positions for which you are a manager or have direct reports, you may need to update your view to see different groups of employees.

- Select the **Acting As** list of values to view your other positions.

The screenshot shows the 'View Employee Absence Balance' interface. At the top, there is a section titled 'Find Team Member' with a search bar labeled 'Team Member' containing the placeholder text 'Enter Name, Title or Email'. Below the search bar is a date field labeled 'As Of' with the value '04/08/2025' and a calendar icon. A 'Search' button is located below the date field. In the lower left, the text 'LVD-Rory LVD-Sacks' is displayed. To its right is a dropdown menu labeled 'Acting As' with the selected value 'PROF-AY'. The dropdown menu is highlighted with a red box. Below the 'Acting As' dropdown, the text 'No direct reports' is visible.

- Select the position for which you want to view direct reports.

The screenshot shows the 'View Employee Absence Balance' interface. At the top, there is a section titled 'Find Team Member' with a search bar labeled 'Team Member' containing the placeholder text 'Enter Name, Title or Email'. Below the search bar is a date field labeled 'As Of' with the value '04/08/2025' and a calendar icon. A 'Search' button is located below the date field. In the lower left, the text 'LVD-Rory LVD-Sacks' is displayed. To its right is a dropdown menu labeled 'Acting As' with the selected value 'PROF-AY'. The dropdown menu is open, showing a list of options: 'DEPARTMENT CHAIR' (highlighted with a blue background and a red box), 'PROF-AY', and 'PROF-AY'. Below the 'Acting As' dropdown, the text 'No direct reports' is visible.

- The page displays employees who report to you in the selected position.

View Employee Absence Balance

▼ Find Team Member

Team Member

As Of

LVD-Rory LVD-Sacks Acting As

Team Members 78 rows

0			
LVD-Yodsiri LVD-Zhu (All Pronouns)			
Job Title	Empl Status	Department	Location
ASSOC PROF-AY	Active	Art History - HARTH	Bancroft Lib (Doe Anx)-F04 - 10468
Job Code	Fixed/Variable	Position	Type
001200	Fixed	40151624	Employee
2 Directs			
0			
LVD-Veronica LVD-Altarriba Bertran			
Job Title	Empl Status	Department	Location
PROF-AY	Paid Leave of Absence	Art History - HARTH	Bancroft Lib (Doe Anx)-F04 - 10468
Job Code	Fixed/Variable	Position	Type
001100	Fixed	40143585	Employee
5 Directs			

- To sort your employees by categories, select the **Sort** button

View Employee Absence Balance

▼ Find Team Member

Team Member

As Of

LVD-Rory LVD-Sacks Acting As

Team Members 78 rows

41066290			
Empty Position			
Job Title	Empl Status	Department	Location
TEACHG ASST-1/10-NON GSHIP	Fixed/Variable	Summer Sessions & Study Abroad - EWSUM	Doe Mem Lib-F04 - 10488
Job Code		Position	Type
002321		41066290	
40994099			
Empty Position			
Job Title	Empl Status	Department	Location
PROF EMERITUS(WOS)	Fixed/Variable	Art History - HARTH	Bancroft Lib (Doe Anx)-F04 - 10468
Job Code		Position	Type
001132		40994099	
40931997			
Empty Position			
Job Title	Empl Status	Department	Location
ASSOC IN __-AY-1/10-GSHIP	Fixed/Variable	Art History - HARTH	Bancroft Lib (Doe Anx)-F04 - 10468
Job Code		Position	Type
001508		40931997	

Direct Reports with Subordinates

- If your direct reports have subordinates or employees who report to them, a **Direct Reports** link appears at the bottom of the employee's pane. Select this link to review absence balances for these subordinates.

View Employee Absence Balance

Find Team Member

Team Member

As Of

LVD-Rory LVD-Sacks Acting As **DEPARTMENT CHAIR**

Team Members 78 rows

0

LVD-Yodsiri LVD-Zhu (All Pronouns)

Job Title
ASSOC PROF-AY
Job Code
001200

Empl Status
Active
Fixed/Variable
Fixed

Department
Art History - HARTH
Position
40151624

Location
Bancroft Lib (Doe Anx)-F04 - 10468
Type
Employee

2 Directs

0

LVD-Veronica LVD-Altarriba Bertran

Job Title
PROF-AY
Job Code
001100

Empl Status
Paid Leave of Absence
Fixed/Variable
Fixed

Department
Art History - HARTH
Position
40143585

Location
Bancroft Lib (Doe Anx)-F04 - 10468
Type
Employee

5 Directs

Manager – Review Absence Page

After you select an employee, their accrual information appears on the **Manager – Review Absence** page. Refer to the list below for more information about the fields on this page.

Manager - Review Absence

LVD-Andreas LVD-Lasswell (He/Him/His)
FINANCIAL SVC ANL 3

[Return to Select Employee](#)

View current absence entitlement balances as of the date below. Select a different As Of Date to view past balances.

1 As Of Date

2 **Current Balance**

	3 Beginning Balance	4 Taken	5 Earned	6 Adjustments	7 Ending Balance	8 Accrual Max
Leave						
Vacation	87.54	0.00	9.23	0.00	96.77	240.00
Sick	278.19	0.00	7.38	0.00	285.57	0.00
Employment Service Months	37.00	0.00	1.00	0.00	38.00	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, academic sick leave bank balance, please contact your local leave, HR, or academic personnel administrator as appropriate.
*Note: Once protections have been applied to paid sick or medical center PTO, the "Ending Balance" under Protected Sick Hours Used will provide a running total of hours used with protections applied in the current year.
Retirement Service Credits ?
For retirement service credit balances/questions please login to <https://ucnet.universityofcalifornia.edu/retirees/ucrays-how-to-guide.html>

Current Balance

- As of Date:** This is the date the leave balances are current. It shows the most recent date on which the leave information was updated. When you open the **Manager – Review Absence** page, the **As of Date** defaults to the most recent pay

period end date. Select the **Calendar** icon  to view the leave balances as of a different pay period end date.

2. **Leave:** This column displays the type of leave, such as sick leave, vacation, or other leave categories. **Note:** Service months also appear in this section. Service months are for leave accrual processing purposes, not retirement service credit purposes.
3. **Beginning Balance:** This column displays the amount of leave the employee had available at the start of the period. In most cases, it is the end balance from the previous pay period.
4. **Taken:** This column displays the total amount of leave used during the specified period.
5. **Earned:** This column displays the amount of leave the employee received during the current period. For example, if their leave accrual is based on hours worked, this is the amount added to their balance for that period.
6. **Adjustments:** This column displays any changes to the employee's leave balance made outside of the usual accrual process, such as corrections or manual adjustments.
7. **Ending Balance:** This column displays the employee's current leave balance after accounting for the leave taken, earned, and any adjustments made during the period.
8. **Accrual Max:** This column displays the maximum amount of leave the employee can accumulate in their balance. When they reach this limit, they stop earning additional leave until their balance drops below the maximum. If they are nearing an accrual maximum, the **Approaching Max** column appears and displays a **Y** when certain leave accruals have reached their accrual maximum.



Protected Sick Leave

When protections are applied to paid sick leave used, the **Protected Sick Hours Used** row appears under the **Leave** column. The total number of protected sick leave hours used appears in the **Ending Balance** column. This differs from **Vacation** and **Sick Ending Balances**, which reflect hours available. Employees in accruing and academic bank eligible titles have 6 days of protected sick leave available per year. This balance resets every January 1.

Admin - Review Absence Balance New Window

As of Date: 12/31/2024

LVD-Eva LVD-Mullainathan

Current Balance						Personalize Find  	First	1-4 of 4	Last
Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance				
Vacation	72.00	0.00	0.00	0.00	72.00				
Employment Service Months	9.00	0.00	0.00	0.00	9.00				
Academic Sick Leave Bank	48.00	8.00	0.00	0.00	40.00				
Protected Sick Hours Used	48.00	8.00	0.00	0.00	40.00				

Accrual For Pay Period by Appointment

The **Accrual for Pay Period By Appointment** section appears at the bottom of the **Manager – Review Absence Balance** page.

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	Accounting & Fiscal Services	PAYROLL ANL 2	PAYROLL ANL 2	160.00	Y	0.057692	9.230720	0.046154	7.384640	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												


This section displays how an employee's leave is accrued based on their appointment type and eligibility rules. If an employee has more than one position with UC, multiple rows appear in this section, each corresponding to a different appointment.

Current Leave Balances for Monthly Paid Employees

Leave balances for monthly employees are updated at the end of the pay period after the month in which the leave was taken or earned. For example, leave taken in August will show in their balance after the processing at the end of September.

Manager - Review Absence
LVD-Shirin LVD-Concha (She/Her/Hers)
PAYROLL SUPV 1
[Return to Select Employee](#)

View current absence entitlement balances as of the date below. Select a different As Of Date to view past balances.

As Of Date 08/31/2024 

Current Balance

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Vacation	183.59	40.00	10.15	0.00	153.75	240.00
Sick	384.63	0.00	8.12	0.00	392.75	0.00
Employment Service Months	82.00	0.00	1.00	0.00	83.00	0.00

This employee took 40 hours of Vacation Leave and earned 10.15 hours of Vacation Leave in August 2024.

The ending balance for 08/31/2024 statement was 153.75 hours of vacation leave, which is the beginning balance for their 09/30/2024 statement.

Manager - Review Absence
LVD-Shirin LVD-Concha (She/Her/Hers)
PAYROLL SUPV 1
[Return to Select Employee](#)As Of Date 09/30/2024 

Current Leave Balances for Biweekly Paid Employees

Leave balances for biweekly employees are updated in the pay period in which the employee took or earned the leave. For example, leave taken in the first half of January is updated during processing for the first half of January.

Manager - Review Absence

LVD-Andreas LVD-Lasswell (He/Him/His)
FINANCIAL SVC ANL 3
[Return to Select Employee](#)

View current absence entitlement balances as of the date below. Select a different As Of Date to view past balances.

As Of Date 01/06/2024

Current Balance

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Vacation	114.00	24.00	9.23	0.00	99.23	240.00
Sick	212.95	0.00	7.38	0.00	220.34	0.00
Employment Service Months	27.00	0.00	1.00	0.00	28.00	0.00

This employee took 24 hours of Vacation Leave and earned 9.23 hours in the first pay period of January 2024.

The employee's Vacation Leave ending balance for the 01/06/2024 period was 99.23 hours, which is the beginning balance for their 01/20/2024 statement.

Manager - Review Absence

LVD-Andreas LVD-Lasswell (He/Him/His)
FINANCIAL SVC ANL 3
[Return to Select Employee](#)

View current absence entitlement balances as of the date below. Select a different As Of Date to view past balances.

As Of Date 01/20/2024

Current Balance

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Vacation	99.23	0.00	0.00	0.00	99.23	240.00
Sick	220.34	0.00	0.00	0.00	220.34	0.00
Employment Service Months	28.00	0.00	0.00	0.00	28.00	0.00

Current Leave Balances for Academic Employees

Bank Eligible Appointments


- Eligible faculty members, including those in the Health Sciences Compensation Plan (HSCP), Agronomists, Astronomers, Curators, certain "by agreement" appointees in university extension and Non-Senate Instructional (IX) titles who have an appointment of at least 30 calendar days will receive **6 days** of paid sick leave each year, starting on January 1.
- The balance is granted upfront each year based on the employee's original appointment percentage (FTE):
 - 100% FTE = 48 hours

- Less than 100% FTE = Prorated balance
- Sick leave hours remaining in this bank do not carry over annually. The bank renews on January 1 and expires on December 31 or the last day of the employee's appointment, whichever comes first.
- Takes (usage) and adjustments related to mid-year appointment changes will appear in UCPath based on when your Location submits the employee's hours for processing.

Review Absence Balance

LVD-Rory LVD-Sacks
PROF-AY

View current absence entitlement balances as of the date below. Select a different As Of Date to view past balances.

As Of Date 12/31/2024 

Current Balance

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance
Sabbatical Leave	17.00	0.00	1.00	0.00	18.00
Employment Service Months	317.00	0.00	1.00	0.00	318.00
Academic Sick Leave Bank	0.00	0.00	48.00	0.00	48.00

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, academic sick leave bank balance, please contact your local leave, HR, or academic personnel administrator as appropriate.


**Note: Once protections have been applied to paid sick or medical center PTO, the "Ending Balance" under Protected Sick Hours Used will provide a running total of hours used with protections applied in the current year.*

Retirement Service Credits ?

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

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	ACAY/SABB	Rhetoric	PROF-AY	PROF-AY	88.00	Y	0.000000	0.000000	48.000000	0.000000	0.000000	0.000000
1	ACAY/SABB	Theater, Dance & Perf Studies	PROF-AY	PROF-AY	88.00	Y	0.000000	0.000000	48.000000	0.000000	0.000000	0.000000
5	ACFYNSF	Art History	DEPARTMENT CHAIR	DEPARTMENT CHAIR	0.00	Y	99.999999	0.000000	48.000000	0.000000	0.000000	0.000000

 **Note:** Hours remaining in the **Academic Sick Leave Bank** do not carry forward annually. The remaining balance renews on January 1 each year and expire on December 31 or the last day of an employee's appointment, whichever comes first.

Accruing Appointments

- Accruing academic appointees earn sick leave proportionate to their work hours. For example, a 25% appointment earns about 2 hours of paid sick leave per month.

Sabbatical Credits

- If an employee is eligible for sabbatical leave, you can also view their credits on this page. **Note:** Sabbatical credits do not appear in this section until they are a whole number.