

Job Aid: Partial Sabbaticals – UCPC Impacts

Overview

This job aid provides two scenarios for partial sabbatical leave requests entered by a Location and how UCPC Workforce Administration (WFA) enters those leaves into the **Job Data** component. This job aid also describes how the partial sabbatical entries impact other areas of UCPath, including Absence Management, Benefits, Payroll and General Ledger.

- ◆ Scenario 1: Partial Sabbatical, No Pay Supplement
- ◆ Scenario 2: Partial Sabbatical, With Pay Supplement

UCPath Help Resources

Refer to the following resources on the **UCPath Help** site for guidance.

- ◆ Simulations:
 - ◆ Initiate Partial Sabbatical Leave of Absence
 - ◆ Review Leave Monitoring Report
 - ◆ View Employee Absence Balance Data
- ◆ Job Aid:
 - ◆ Extended Absence Request Leaves and Descriptions

Job Aid: Partial Sabbaticals – UCPC Impacts

Scenario 1: Partial Sabbatical, No Pay Supplement:

Location submitted a Partial Sabbatical leave of absence request in UCPath for an AY professor where 67% of their salary is paid and 33% is not paid during the sabbatical leave.

UCPC WFA

1. UCPC WFA updates Job Data to place the employee on Sabbatical leave.

- ◆ **Job Data Effective Date** is from the **Pay Period Begin Date** on the **AY Academics** tab on the leave request.
 - ◆ **Note:** If employee is FY Academic, then **Effective Date** is from the **Start Date** on the **Extended Absence Details** tab on the leave request.
- ◆ **Job Data Action** and **Action Reason** are based on the type of leave, such as Paid Leave of Absence and Faculty Sab in Res – Partial Pay.
- ◆ **Job Data Expected Return Date** is from the **Pay Period End Date** (or **Pay Period Return Date** if entered) on the leave request.
 - ◆ **Note:** If **Expected Job End Date** is on or prior to **Expected Return Date**, then UCPC WFA informs the Location that one or the other must be updated.
- ◆ **Job Data Last Date Worked** defaults to one day prior to the **Effective Date** entered in **Job Data**. If a different date appears in the **Last Date Worked** field in the leave request, then the default date in **Job Data** is overridden and the date on the leave request is entered into **Job Data**.

UCPC WFA updates Job Earnings Distribution (JED).

- ◆ If **Earnings Distribution Type** is already **By Amount** (for example, negotiated component of HSCP, NSTP):
 - ◆ **Amount of Distribution** fields are updated for the existing **Earnings Codes** based on the calculated amounts submitted by the Location in **Comments** on the leave request.
 - ◆ Row added for **Earnings Code** of **LPJ** (Leave No Pay JED) and **Amount of Distribution**.
- ◆ If **Earnings Distribution Type** is **None**:
 - ◆ **Earnings Distribution Type** is updated to **By Percent**.
 - ◆ Row added for **Earnings Code** of **REG** and **Percent** of distribution is **67**.
 - ◆ Row added for **Earnings Code** of **LPJ** and **Percent** of distribution is **33**.

Job Aid: Partial Sabbaticals – UCPC Impacts

UCPC WFA

2. UCPC WFA adds future Job Data row to return the employee from Sabbatical leave.

- ◆ **Job Data Effective Date** is from the **Pay Period Return Date** on the **AY Academics** tab on the leave request.

Note: If employee is **FY Academic**, then the **Effective Date** of the return is from the **Expected Return Date** (or **Actual Return Date**) on the **Extended Absence Details** tab.

- ◆ **Job Data Action** and **Action Reason** are **Return from Leave**.

UCPC WFA updates JED on the future-dated row.

- ◆ If **Earnings Distribution Type** is **By Amount**, then **LPJ** row is removed and **Amount of Distribution** fields are updated.
- ◆ If **Earnings Distribution Type** is **By Percent**, then **Earnings Distribution Type** is updated to **None** and the two rows for **REG** and **LPJ** are cleared to return earnings to 100% regular pay as of the **Effective Date** entered for the return from leave.

Note: If employee has multiple **Empl Records**, then all **Empl Records** are updated to reflect same leave of absence unless indicated in the **Exclude Jobs** field on the leave request.

UCPC Absence Management

- ◆ Credit entered in the **Sabbatical Credits Used** field of leave request automatically decrements the employee's accruals after next monthly pay cycle.
 - ◆ A blank **Sabbatical Credits Used** field will not decrement the employee's accruals.
- ◆ Sabbatical Credits also can be submitted through **Manage Accruals**.
 - ◆ Submitting sabbatical credits through both extended absence and **Manage Accruals** will cause duplication of credits.
- ◆ Locations can review the **Leave Monitoring** report or navigate to the **Admin- Review Absence Balances** page to view updated accruals.

UCPC Benefits

- ◆ No impact.

Job Aid: Partial Sabbaticals – UCPC Impacts

UCPC Payroll

- ◆ Employee is paid 67% of salary on base salary earn code(s) during partial sabbatical leave.
- ◆ Employee is not paid the 33% of salary associated to the **LPJ** earn code because this does not add to gross pay.

UCPC General Ledger

- ◆ A salary expense transaction line is added in the **Labor Ledger Salary Detail** table, displaying the 67% of salary paid on base salary earn code(s) during partial sabbatical leave.
- ◆ There is no salary expense transaction line for the **LPJ** because the employee is not paid this portion.

Job Aid: Partial Sabbaticals – UCPC Impacts

Scenario 2: Partial Sabbatical, With Pay Supplement:

Location has submitted a Partial Sabbatical leave of absence request in UCPath for an AY professor where 67% of their salary is paid and 33% is supplemental pay during the sabbatical leave.

UCPC WFA

1. **UCPC WFA updates Job Data to place the employee on Sabbatical leave.**
 - ◆ **Job Data Effective Date** is from the **Pay Period Begin Date** on the **AY Academics** tab on the leave request.
 - ◆ **Note:** If employee is FY Academic, then the **Effective Date** is from the **Start Date** on the **Extended Absence Details** tab on the leave request.
 - ◆ **Job Data Action** and **Action Reason** are based on the type of leave, such as Paid Leave of Absence and Faculty Sab in Res – Partial Pay.
 - ◆ **Job Data Expected Return Date** is from the **Pay Period End Date** (or **Pay Period Return Date** if entered) on the leave request.
 - ◆ **Note:** If **Expected Job End Date** is on or prior to **Expected Return Date**, then UCPC WFA informs the Location that one or the other must be updated.
 - ◆ **Job Data Last Date Worked** defaults to one day prior to the **Effective Date** entered in **Job Data**. If a different date appears in the **Last Date Worked** field in the leave request, then the default date in **Job Data** is overridden and the date on the leave request is entered into Job Data.
 - ◆ **Job Earnings Distribution** (JED) entry is not required because both the Sabbatical and Sabbatical Supplement will be paid on the REG earn code.
2. **UCPC WFA adds future Job Data row to return the employee from Sabbatical leave.**
 - ◆ **Job Data Effective Date** is from the **Pay Period Return Date** on the **AY Academics** tab on the leave request.
 - Note:** If employee is FY Academic, then the **Effective Date** of the return is from the **Expected Return Date** (or **Actual Return Date**) on the **Extended Absence Details** tab.
 - ◆ **Job Data Action** and **Action Reason** are **Return from Leave**.
 - ◆ No changes to JED needed.

Note: If employee has multiple **Empl Records**, then all **Empl Records** are updated to reflect same leave of absence unless indicated in the **Exclude Jobs** field of the leave request.

Job Aid: Partial Sabbaticals – UCPC Impacts

UCPC Absence Management

- ◆ Credit entered in the **Sabbatical Credits Used** field of leave request automatically decrements the employee's accruals after next monthly pay cycle.
 - ◆ A blank **Sabbatical Credits Used** field will not decrement the employee's accruals.
- ◆ Sabbatical Credits also can be submitted through **Manage Accruals**.
 - ◆ Submitting sabbatical credits through both extended absence and **Manage Accruals** will cause duplication of credits.
- ◆ Locations can review the **Leave Monitoring** report or navigate to the **Admin- Review Absence Balances** page to view updated accruals.

UCPC Benefits

- ◆ No impact.

UCPC Payroll

- ◆ Employee is paid 100% of salary on **REG** earn code during partial sabbatical leave.

UCPC General Ledger

- ◆ A salary expense transaction line is added in the **Labor Ledger Salary Detail** table, displaying the 100% of salary paid on the **REG** earn code during partial sabbatical leave.
- ◆ The sabbatical and sabbatical supplement portions that make up the **REG** earnings are distributed to different funding sources.
 - ◆ Locations must set up this funding distribution in **Funding Entry**.