

## Job Aid: Accrual and Leave Accrual Service Credit Processing Guide for Locations

The purpose of this document is to outline the procedure for locations to request corrections to accruals.

Use Case	Accruals & Service Adjustment eForm (UCPath Forms Library)	State Agency Service Verification eForm (UCPath Forms Library)	Case-Ask UCPATH	Manage Accruals Page in UCPATH	Manual with I-181/E-084 Files	Time System	Notes
<p><b>Leave accruals incorrect post-conversion</b></p> <p>-Accruals do not match the accrual balance in PPS</p>	X						<p>Navigate to UCPATH &gt; Forms Library &gt; Access Forms &gt; Accruals Management &gt; <b>Accrual &amp; Service Adjustment Request.</b></p> <p><b>Example 1:</b> Converted balances incorrect due to work compensation hours adjustment not processed in PPS <u>prior to</u> conversion.</p> <p><b>Example 2:</b> Converted balances incorrect due to incorrect employee classification and incorrect hours accrual in PPS <u>prior to</u> conversion.</p> <p><b>Example 3:</b> Converted balances incorrect due to takes not processed in PPS <u>prior to</u> conversion.</p>

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<p><b>Leave accrual service credit incorrect post-conversion</b> -PPS time did not convert correctly.</p>	X						<p>Navigate to UCPATH &gt; Forms Library &gt; Access Forms &gt; Accruals Management &gt; <b>Accrual &amp; Service Adjustment Request.</b></p> <p><b>Example 1:</b> Converted balances incorrect due to work compensation hours adjustment not processed in PPS.</p> <p><b>Example 2:</b> Converted balances incorrect due to incorrect employee classification and incorrect hours accrual in PPS.</p> <p><b>Example 3:</b> Converted balances incorrect due to takes not processed in PPS <u>prior to conversion.</u></p>

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<b>UC Leave Accrual Service Credit incorrect</b> -Employee transferred from another UC campus.	X						Navigate to UCPATH > Forms Library > Access Forms > Accruals Management > <b>Accrual &amp; Service Adjustment Request.</b>  <b>Example:</b> Converted service months balance does not include prior service at (insert UC Location).
<b>State Agency Service Verification</b> -Employee worked for California State University (CSU) or a California State Agency.		X					Navigate to UCPATH > Forms Library > Access Forms > Accruals Management > <b>Accrual &amp; Service Adjustment Request.</b>
<b>Correct keyed leave takes <u>within</u> one pay period</b>						X	Employee should correct in timekeeping system.

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Correct keyed leave takes <u>beyond</u> one pay period					X		Refer to the <i>Enter Manage Accrual Transactions</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > <b>PHCMABML201: Employee Accrual Adjustments.</b>
Curtailed accruals incorrect						X	Employee corrects in the timekeeping system to the earnings code <b>LVC</b> for exempt or <b>LVN</b> for non-exempt.
Incorrect earnings code used <u>within</u> one pay period						X	Employee should correct in timekeeping system.
Incorrect earnings code used <u>past</u> one pay period					X		Refer to the <i>Enter Manage Accrual Transactions</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > <b>PHCMABML201: Employee Accrual Adjustments.</b>

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<p><b>Did not accrue correct accrual hours</b></p> <p>-Accruals not calculated correctly in UCPATH and are not related to conversion.</p>			X				<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>-Pay Frequency changes</li> <li>-Changes to employee's eligibility</li> </ul>
<p><b>Workers' Compensation hours require correction</b></p> <p>-Employee returns money for used accruals for accrual restoration.</p>			X				<p>This may require a UCPATH eForm if an adjustment is needed on balances <u>prior</u> to the PPS to UCPATH conversion.</p>
<p><b>Donations to Catastrophic Leave</b></p> <p>-Employee donates Vacation or Paid Time Off (PTO) to Catastrophic Leave Bank or a specific employee.</p>				X			<p>Refer to the <i>Enter Catastrophic Leave Donation</i> simulation. Navigate to UCPATH &gt; Help / FAQ &gt; Location Users &gt; Absence Management &gt; <b>PHCMABML201: Employee Accrual Adjustments.</b></p>

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<b>Donations from Catastrophic Leave</b> -Employee receives Catastrophic Leave donation.				X			Refer to the <i>Enter Catastrophic Leave Donation</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > <b>PHCMABML201: Employee Accrual Adjustments.</b>
<b>FY Faculty Additional Compensation Vacation Adjustment</b> Per policy, FY Faculty who earn additional compensation must use accrued vacation days and perform the work during vacation time. Refer to <a href="#">APM – 600 (Part 14, Section e)</a> for limits.				X	X	X	

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<b>Sabbatical Credit Adjustments</b> -Sabbatical credits that require adjustment due to accrual error or incorrect deduction. -Employee uses sabbatical leave to work at another UC Location.				X			Refer to the <i>Enter Sabbatical Credit Adjustments</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > <b>PHCMABML201: Employee Accrual Adjustments.</b>
<b>Prior pay period takes adjustment post one pay period</b>					X		Load via the <b>I-181/E-084</b> file. If using the <b>I-181/E-084</b> file, refer to the <i>Complete the Text File Template for Manage Accruals</i> job aid. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > <b>PHCMABML201: Employee Accrual Adjustments.</b>

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<p><b>Post Doc Accrual Adjustments</b></p> <p>-Post Doc not receiving accruals on anniversary date.</p> <p>-Post Doc PTO accruals zeroed out.</p>							<p>Update the <b>Post Doc Anniversary Date</b> year for the Post Doc using <b>PayPath</b> prior to the Post Doc's anniversary date. (The <b>Post Doc Anniversary Date</b> field resides in Job Data &gt; <b>UC Job Data</b>.) The current year is required in the <b>Post Doc Anniversary Date</b> field in order for the Post Doc to get accruals.</p> <p>Refer to the <i>Initiate Multi-Row Job Data Change PayPath Transaction (Staff/Acad)</i> simulation. Navigate to UCPATH &gt; Help / FAQ &gt; Location Users &gt; Workforce Administration &gt; <b>PHCMWFAL270: PayPath Transactions</b>. The <b>Action</b> and <b>Reason</b> combination for updating <b>Post Doc Anniversary Date</b> is:  <b>Action: DTA</b>  <b>Reason: PST</b></p>



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<b>Adjust Post Doc Sick and/or Post Doc PTO Accrual Balances</b>				X			Refer to the <i>Enter Manage Accrual Transactions</i> simulation. Navigate to UCPATH > Help / FAQ > Location Users > Absence Management > <b>PHCMABML201: Employee Accrual Adjustments.</b> Accrual adjustments do not appear on pay statements. UC Locations can adjust Post Doc sick and Post Doc PTO accrual balances. Submit a case to UCPATH Center to adjust sick accrual and vacation/PTO accrual balances for all other employee classifications.
<b>Post Doc Sick transfer</b> - Employee has transferred from a Post Doc position to a non-Post Doc position.	X						Post Doc sick balance can be converted to the regular sick balance, for their new position, regardless of their sick eligibility.

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<b>FMLA/CFRA/PDLL Balance Adjustments</b> -Incorrect FMLA, CFRA and/or PDLL balances for the employee. Note that an approved UCPath <b>Extended Absence Request</b> must exist for the employee in order to adjust the balance(s).				X			Refer to the <i>Enter FMLA/CFRA/PDLL Adjustments</i> simulation. Navigate to UCPath > Help / FAQ > Location Users > Absence Management > <b>PHCMABML201: Employee Accrual Adjustments</b> .
<b>Rehired retiree with sick balances</b> -Converted sick balances remain for rehired retiree.	X						
<b>Adjustment to balances as a result of a Settlement agreement</b>			X				Submit as a Settlement agreement case. All necessary updates handled via the case.

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<p><b>Incorrect vacation factor for employees covered by the Administrative and Professional Staff program</b></p> <p>-Employees covered as of June 30, 1996 and have not experienced a break in service of four or more months.</p>			X				Vacation factor is based on service months and leave accrual service months in UCPATH.
<p><b>PTO / Vacation Balance transfer</b></p> <p>-Employee's eligibility group changed from PTO to Vacation.</p> <p>-Employee's eligibility group changed from Vacation to PTO.</p>	X						