MANAGE ACCRUALS & USAGE

FOM | UCPath
FUTURE OPERATING MODEL | PAYROLL, ACADEMIC PERSONNEL, TIME KEEPING & HUMAN RESOURCES

Supporting Organizational Excellence

The **MANAGE ACCRUALS & USAGE** process is used to adjust hours worked or leave taken, and to process requests for entitlement payout. The Manage Accruals page allows the user to debit or credit hours for all UCPath Earnings Codes, and should only be used when the change cannot be made directly in the Time and Attendance Reporting System (TARS). This process accommodates changes that cannot be handled automatically in UCPath and applies to both staff and academic employees.

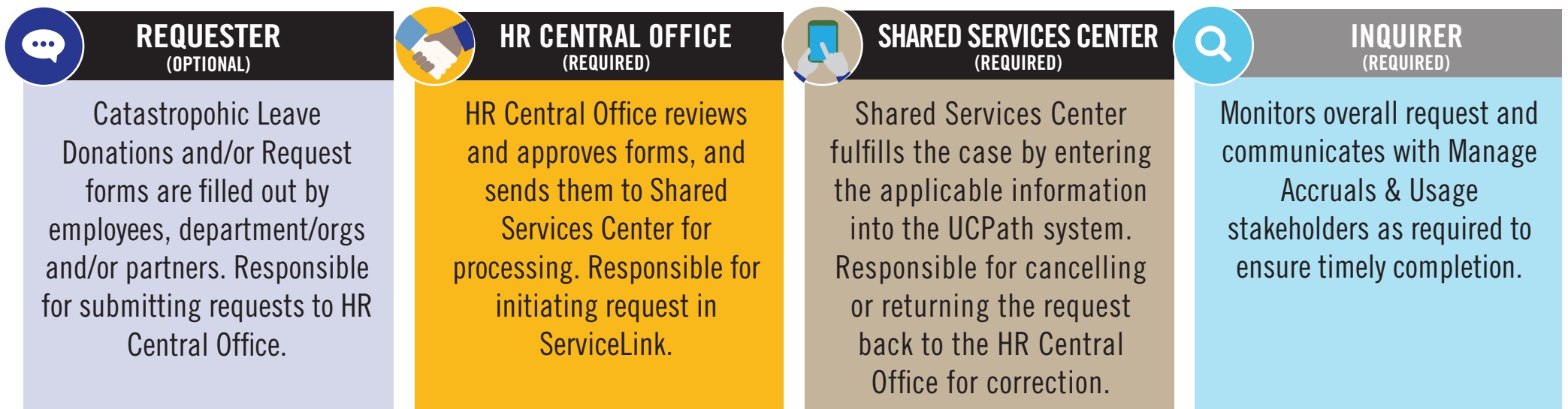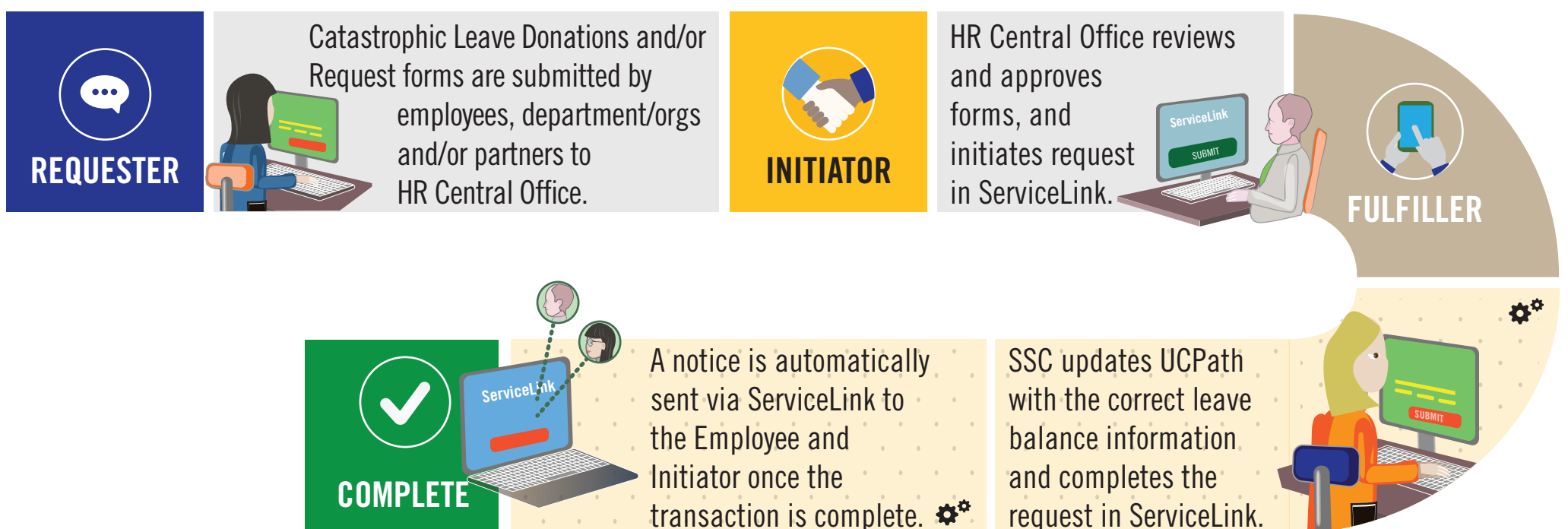| AS-IS PAIN POINTS	IMPROVEMENTS	BENEFITS
› Risk of non-compliance with UC policies › Non-standardized process › Sabbatical Credits, Postdoc PTO and other entitlements are not tracked in PPS	› Catastrophic Leave process streamlined › The system will maintain balances for Sabbatical Credits, Postdoc PTO and FML	› The process is standardized and streamlined › Employees receive automatic notifications once the transaction is complete › Minimized compliance risk

ROLES FOR MANAGING ACCRUALS & USAGE

REQUESTER (OPTIONAL)	HR CENTRAL OFFICE (REQUIRED)	SHARED SERVICES CENTER (REQUIRED)	INQUIRER (REQUIRED)
Catastropohic Leave Donations and/or Request forms are filled out by employees, department/orgs and/or partners. Responsible for submitting requests to HR Central Office.	HR Central Office reviews and approves forms, and sends them to Shared Services Center for processing. Responsible for initiating request in ServiceLink.	Shared Services Center fulfills the case by entering the applicable information into the UCPath system. Responsible for cancelling or returning the request back to the HR Central Office for correction.	Monitors overall request and communicates with Manage Accruals & Usage stakeholders as required to ensure timely completion.

MANAGE ACCRUALS & USAGE MAP

Roadmap presents the most common business case.

REQUESTER — Catastrophic Leave Donations and/or Request forms are submitted by employees, department/orgs and/or partners to HR Central Office.

INITIATOR — HR Central Office reviews and approves forms, and initiates request in ServiceLink.

FULFILLER

SSC updates UCPath with the correct leave balance information and completes the request in ServiceLink.

COMPLETE — A notice is automatically sent via ServiceLink to the Employee and Initiator once the transaction is complete.

LEGEND
SSC	Shared Services Center
TARS	Time and Attendance Reporting System
⚙	System Actions
▢	People Actions

Please note, an individual may assume one or many roles.

DID YOU KNOW?
› Only Central Office can initiate a Catastrophic Leave request
› Certain entitlements, such as FMLA hours, Postdoc PTO and Sabbatical Credits are not currently tracked in PPS. UCPath will make these entitlements much easier to monitor and manage

THE PROCESS IS SUCCESSFUL IF...
✔ The employee's accruals are correct in Time and Attendance, and on their paychecks