Extended Leaves for Staff

| Change/Extend Existing Leaves |

Navigation: [https://ucrsupport.service-now.com/ucr_portal/](https://ucrsupport.service-now.com/ucr_portal/)

ServiceLink Form (Change/Extend Existing Leave)

The same ServiceLink Form – Extended Leave Administration – is used for all Extended Leave requests, including Medical Leaves, Non-Medical Leaves, and Sabbatical for Academic Personnel.

Leave Information

Employee Information

Updated 9/27/2018
Request Information

The 'Request Information' section includes fields for leaves reason codes, proposed effective date, and expected return date. It also provides instructions on how to enter these fields, noting that the proposed effective date should be entered when extending an existing leave, and this date would remain the same as in the first request, but with a revised expected return date.

Leave Interval

At the time of submission, the initiator also needs to specify the leave interval. Leave intervals can be:

- Block Leave (employee is on continuous leave)
- Reduced Schedule (employee is still working, but on a reduced schedule)
- Intermittent Leave (employee is on a "partial" leave—e.g., working 2 weeks a month)

Leave Tasks

Only two tasks are part of the ServiceLink extended leave request. The Accountability Structure will be assigned the 'Send/Receive Leave Packet' task, and the Shared Services Center will be assigned the task 'Submit UCPath Transaction.' Depending on your SSC, the Send/Receive Leave Packet task may be the responsibility of the SSC. These tasks will be assigned even if another Leave Packet is not necessary.

Comments

Comments are NOT required but should be added. For example, no pay information is included in the ServiceLink request. Any additional information that you believe your SSC or the UCPath Center should know about the leave should be included in the Comments section.

Attachment

Attachments are not required to submit an extended leave. If attachments are included as part of the request, ensure that the uploaded documentation conforms with UCR confidentiality policy and guidelines and protects the privacy and security of health information (e.g., HIPAA).

If you opt NOT to submit the request, click on Cancel. This action will delete the request form from the system and redirect you to the ServiceLink homepage.

Updated 9/27/2018
ServiceLink Initiator

Once a ServiceLink form is successfully submitted, the Initiator will be directed to this confirmation page.

Every transaction is composed of a Request Number (REQ), Item (RITM), and Tasks (SCTASK).

Clicking on the RITM Number and Description will take you to a view-only of the ServiceLink Fulfiller of the submitted Onboarding Transaction.

This “Stage” icon allows you to track a transaction’s progress through fulfillment. Three green checks mean that all tasks are closed and the submitted transaction is complete.

Clicking on the RITM (from previous screen) will take you to your request. This page has information that will tell you the stage of the ticket as well as who is working on your request.

The Stage field gives information pertaining to the status of your request. Once all tasks associated with this request are closed, the stage will update automatically to “Closed Complete.” This means that your request has been successfully completed and transacted in UCPath.

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ServiceLink Fulfiller

Data Required for UCPath Absence Management Transactions (All)

<table>
<thead>
<tr>
<th>Key Data Point</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>N/A</td>
</tr>
<tr>
<td>Employee ID</td>
<td>N/A</td>
</tr>
<tr>
<td>Start Date</td>
<td>N/A</td>
</tr>
<tr>
<td>Expected Return Date</td>
<td>N/A</td>
</tr>
<tr>
<td>Leave Type</td>
<td>N/A</td>
</tr>
<tr>
<td>Leave</td>
<td>N/A</td>
</tr>
<tr>
<td>Absence Reason</td>
<td>N/A</td>
</tr>
<tr>
<td>Comments</td>
<td>UCPath required comments if you are updating the original leave.</td>
</tr>
<tr>
<td>Last Day Worked</td>
<td>Required if the last day the person actively worked is not the day before the Leave Effective Date. If nothing is entered, Last Date Worked will default to Leave Effective Date minus 1 day.</td>
</tr>
</tbody>
</table>