

# ServiceLink: Return from Short Work Break

Short Work Break (SWB) is used to place an employee on, or return them from, a short work break. The action of SWB can be used to stop pay for an eligible employee in the system for a temporary period of time, but allows them to remain on active status for head count reporting and other reporting requirements.

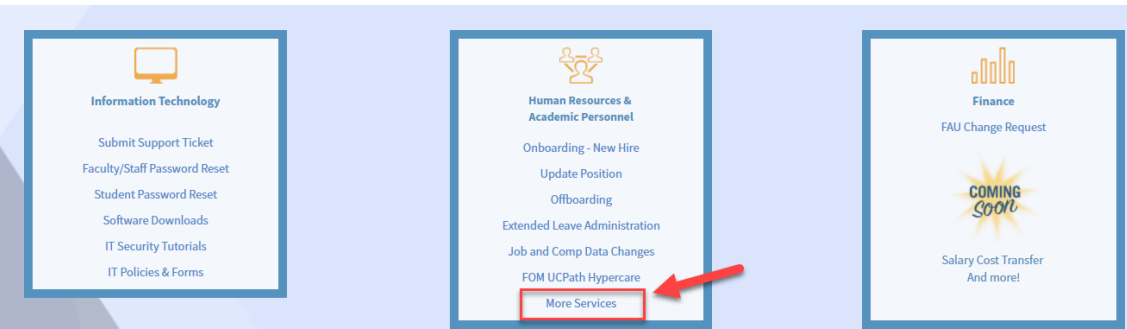
View the [Short Work Break Eligibility Matrix](#) which details the employee eligibility requirements.





- [https://fomucpathtraining.ucr.edu/Job\\_Aids/Short\\_Work\\_Break\\_Eligibility\\_Matrix.pdf](https://fomucpathtraining.ucr.edu/Job_Aids/Short_Work_Break_Eligibility_Matrix.pdf)

Examples of short work break include:

- Staff Employee on Furlough (most commonly, partial-year career)
- Used for floater employees during periods of inactivity.
- Used to put academic students off pay status over the summer or in between quarters/semesters.

SWB Extensions: Departments and organizations should follow the [Short Work Break Eligibility Matrix](#) criteria and guidelines to ensure adherence to the duration periods per employee type. Any SWB's that extend beyond the SWB maximum duration period will be flagged as out of compliance by the UCPath Center. Departments and organizations will be notified and contacted by AP/HR Central office to remediate these issues.

Step	Action
1.	Navigate to the <a href="#">UCR ServiceLink portal</a> . <a href="https://ucrsupport.service-now.com/ucr_portal/">https://ucrsupport.service-now.com/ucr_portal/</a>
2.	Go to the <b>Human Resources &amp; Academic Personnel</b> section and select the <b>More Services</b> link. 

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3.	<p>Select the <b>Short Work Break</b> form.</p> <div><div><p><b>Job and Comp Data Changes</b></p><p>Change job or compensation data for an employee</p></div><div><p><b>Extended Leave Administration</b></p><p>Place, extend, or return an employee on extended leave</p></div><div><p><b>Payroll Adjustments</b></p><p>Make adjustments for over/under payment or request an offcycle check</p></div><div><p><b>Short Work Break</b></p><p>Place, extend, or return an employee on a short work break</p></div></div>												
4.	<p>Choose a <b>Short Work Break Option</b> (All Jobs or Single Job).</p>												
5.	<p>Enter the <b>Employee’s Name</b> or click the search icon to locate the employee.</p> <div><p><b>Employee Information</b></p><p>* Employee Name(Last Name, First Name)</p><div><input type="text"/><input type="button" value="Q"/><input type="button" value="i"/></div><table><tr><th>Employee ID</th><th>Position No.</th><th>Org Code - Description</th><th>Div Code - Description</th><th>Dept Code - Description</th><th>Job Code - Description</th></tr><tr><td></td><td></td><td>ORG12 - Coll of Hum, Arts &amp; Social Sci</td><td>DIV107 - Social Sciences</td><td>D01026 - Economics</td><td>- LECT PSOE-AY-100%</td></tr></table></div>	Employee ID	Position No.	Org Code - Description	Div Code - Description	Dept Code - Description	Job Code - Description			ORG12 - Coll of Hum, Arts & Social Sci	DIV107 - Social Sciences	D01026 - Economics	- LECT PSOE-AY-100%
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6.	<p>Select the <b>Return from Short Work Break (RWB)</b> option.</p> <div><p><b>Request Information</b></p><p>▼ Note:</p><ul style="list-style-type: none"><li>• When <b>PLACING</b> an employee on a short work break, abeyance, or reserve appointment, the effective date is the first day that the employee is on break</li><li>• When <b>EXTENDING</b> a short work break, abeyance, or reserve appointment, the effective date is the day the change should be recorded in UCPath</li><li>• When <b>RETURNING</b> an employee from a short work break, abeyance, or reserve appointment, the effective date is the first day that the employee is back at work.</li></ul><div><p>* Action</p><div><div>Return from Short Work Break(RWB)</div><div>▼</div></div></div></div>												
7.	<p>Select the <b>Return from Short Work Break (RWB)</b> Action Code.</p> <p>Click the links below to view the “ServiceLink Transactions – Actions Codes, Reason Codes and Descriptions for staff and academic”.</p> <ul style="list-style-type: none"><li>• <a href="#">Action Reasons for Staff</a><ul style="list-style-type: none"><li>○ <a href="https://fomucpathtraining.ucr.edu/Job_Aids/SWB_ServiceLink_ActionReasonCodesDescriptions_STAFF.pdf">https://fomucpathtraining.ucr.edu/Job_Aids/SWB_ServiceLink_ActionReasonCodesDescriptions_STAFF.pdf</a></li></ul></li><li>• <a href="#">Action Reasons for Academic</a><ul style="list-style-type: none"><li>○ <a href="https://fomucpathtraining.ucr.edu/Job_Aids/SWB_ServiceLink_ActionReasonCodesDescriptionsACAD.pdf">https://fomucpathtraining.ucr.edu/Job_Aids/SWB_ServiceLink_ActionReasonCodesDescriptionsACAD.pdf</a></li></ul></li></ul>												

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8.	Select the <b>Effective Date</b> . The effective date is the first day that the employee is back at work.
9.	Select a new <b>Job Record End Date</b> if you need to update or extend the employee's job record end date.
10.	In the <b>Comments</b> field, enter relevant information to help the Shared Service Center complete your request.
11.	Click the <b>Submit</b> button to route the request to the Shared Services Center (SSC) for processing into UCPATH.