



UNIVERSITY OF CALIFORNIA  
**UC RIVERSIDE**   
**FOM|UCPath Training**

**Advanced FOM  
ServiceLink Extended  
Leaves for Academic  
Personnel – v2**

# Trainer Introduction

## Kathleen Cool

Title: Principal Trainer

Department: HR | UCPath

Years @ UC: 1 year

Previous Experience: 10+ years of experience in instructional design and training in higher education. Taught Information System Management at the undergraduate and graduate levels.



# Trainer Introduction

**Sara Umali**

Title: Academic Personnel Principal Analyst

Department: Academic Personnel Office

# Your Questions and Input

<https://tinyurl.com/ucrtraining>



# Housekeeping



Cell Phones



Breaks



Restrooms

# Learning Topics

- [ServiceLink Roles](#)
- [Academic Considerations](#)
- [Medical Leaves](#)
- [Non-Medical Leaves](#)
- [Sabbatical](#)
- [Change/Extend Existing Leave](#)
- [HRDW Reporting](#)
- [UCPath Inquiry](#)
- [Additional Courses](#)
- [Training Resources](#)

# ServiceLink Roles

# Extended Leave Administration: ROLES

1: Academic Appointee (Requester) → Offline

2: AP Business Partner (Initiator) → ServiceLink

3: Academic Personnel Office → Offline

4: Shared Services Center Fulfiller → UCPath

5: Shared Services Center AWE Approver → UCPath

6: Org./Dept./SSC Inquirers → ServiceLink





# Extended Leave Administration: ROLES

**1: Academic Appointee (Requester) → Offline**

**2: AP Business Partner (Initiator) → ServiceLink**

**3: Academic Personnel Office → Offline**

**4: Shared Services Center Fulfiller → UCPath**

**5: Shared Services Center AWE Approver → UCPath**

**6: Org./Dept./SSC Inquirers → ServiceLink**

## Academic Appointee (Requester)

The Academic Appointee is a University employed Academic Personnel requesting an extended leave of absence.

The Academic Appointee:

- Communicates with AP Business Partner the intent to take leave and anticipated start and end dates
- Completes required leave paperwork
- Alerts the AP Business Partner if details of leave change

# Extended Leave Administration: ROLES

1: Academic Appointee (Requester) → Offline

2: AP Business Partner (Initiator) → ServiceLink

3: Academic Personnel Office → Offline

4: Shared Services Center Fulfiller → UCPATH

5: Shared Services Center AWE Approver → UCPATH

6: Org./Dept./SSC Inquirers → ServiceLink

## AP Business Partner (Initiator)

This is a required role.

The Initiator is the individual responsible for correctness of transaction.

- Consults with Academic Appointee about medical/non-medical leave need and/or Sabbatical
- Distributes and receives required leave paperwork from Academic Appointee
- Routes paperwork through the approval process
- Enters the transaction in ServiceLink

# Extended Leave Administration: ROLES

1: Academic Appointee (Requester) → Offline

2: AP Business Partner (Initiator) → ServiceLink

3: Academic Personnel Office → Offline

4: Shared Services Center Fulfiller → UCPATH

5: Shared Services Center AWE Approver → UCPATH

6: Org./Dept./SSC Inquirers → ServiceLink

## Academic Personnel Office

- Serves as an advisory role
- Provides policy guidance

# Extended Leave Administration: ROLES

1: Academic Appointee (Requester) → Offline

2: AP Business Partner (Initiator) → ServiceLink

3: Academic Personnel Office → Offline

**4: SSC Fulfiller → UCPATH**

5: Shared Services Center AWE Approver → UCPATH

6: Org./Dept./SSC Inquirers → ServiceLink

## Shared Services Center Fulfiller

The Shared Services Center Fulfiller:

- Receives initiated transactions from AP Business Partner through ServiceLink
- Initiates transaction in UCPATH
- Consults with AP Business Partner as necessary to complete transactions

# Extended Leave Administration: ROLES

1: Academic Appointee (Requester) → Offline

2: AP Business Partner (Initiator) → ServiceLink

3: Academic Personnel Office → Offline

4: Shared Services Center Fulfiller → UCPATH

**5: Shared Services Center AWE Approver → UCPATH**

6: Org./Dept./SSC Inquirers → ServiceLink

## Shared Services Center AWE\* Approver

Once the Shared Services Center Fulfiller submits the Extended Leave transaction, the transaction is forwarded to the designated AWE approver in the Shared Services Center through UCPATH AWE.

The SSC AWE Approver cannot be the same person as the Shared Services Center Fulfiller.

The SSC AWE Approver serves as Quality Assurance by reviewing and approving the transaction.

\*Approval Workflow Engine

# Extended Leave Administration: ROLES

1: Academic Appointee (Requester) → Offline

2: AP Business Partner (Initiator) → ServiceLink

3: Academic Personnel Office → Offline

4: Shared Services Center Fulfiller → UCPATH

5: Shared Services Center AWE Approver → UCPATH

6: Org./Dept./SSC Inquirers → ServiceLink

## Org./Dept./SSC Inquirers

The Inquirer role has the ability to monitor and view the status of the request and assigned tasks.

- Individuals in Orgs., Departments and in Shared Services Centers can have an Inquiry role.
- Will be identified by departments.

# Academic Considerations

# What's Extended Leave Administration?

Extended Leave Administration (ELA) refers to the series of tasks that includes:

- ✓ Identification of a need for a Leave
- ✓ Validation of employee's eligibility for extended leave
- ✓ Designation of the appropriate leave type, and
- ✓ Management of the employee's leave from start to end date.

ELA's life cycle begins with the identification of the need for a leave and ends with the employee's return to work or separation.



# Extended Leave Administration

## What's Changing?

- The systems: ServiceLink, UCPATH
  - Standardized workflow
- FMLA, Paid Faculty Medical Leave (APM 710), Sabbatical Credit usage and balance will be tracked in UCPath
  - Standardized tracking, reporting, and monitoring

## What's Not Changing?

- Leave Policies, Federal and State Regulations
  - Approval Workflow
  - Approval Authority

# Medical, Non-Medical & Sabbatical ELA Workflow\*

Request for a Leave	<ul style="list-style-type: none"><li>• Academic Appointee or AP Business Partner</li></ul>
Confirm Eligibility and Leave Type, Sends Forms to Employee for Completion	<ul style="list-style-type: none"><li>• AP Business Partner</li></ul>
Submit Completed Forms	<ul style="list-style-type: none"><li>• Academic Appointee</li></ul>
Route Request for Approval Process	<ul style="list-style-type: none"><li>• AP Business Partner</li></ul>
Enter Transaction in ServiceLink	<ul style="list-style-type: none"><li>• AP Business Partner</li></ul>
Receive Transaction via ServiceLink	<ul style="list-style-type: none"><li>• Shared Services Center</li></ul>
Enter Transaction in UCPATH	<ul style="list-style-type: none"><li>• Shared Services Center</li></ul>

## OFFLINE PROCESS

Other offline processes may include, consulting, policy guidance, exception requests, etc.

## SERVICELINK

Captures all local leave activities

## UCPATH

Includes monitoring leave status, reporting, usage and balance for FMLA, Paid Faculty Medical Leave and Sabbatical Credit

\* Workflow is a general representation. May vary by colleges/schools/orgs.

# Approval Authority

- X Approves
- O Approves for Exception requests only
- Does not Approve

Applicable Groups	Dept. Chair*	Dean*	VPAP*	PEVC*	Chancellor*
Senate Faculty (with the exception of SOM)	X	X	X	O	O
SOM Faculty Member	X	X	O	O	O
Faculty Members of HSCP – SOM	X	X	O	O	O
Academic Senior Management Group (SMG)	X	X	X	X	O
Sabbatical Leave (for eligible academics)	X	X	O	O	O
Non-Senate Faculty (Represented)	X	X	-	-	-
Non-Senate Faculty (Non Represented)	X	X	-	-	-
Non-Faculty Academics (Represented)	X	X	-	-	
Non-Faculty Academics (Non-Represented, includes SOM residents)	X	X	-	-	
Graduate Students (Represented)	X	-	-	-	
Graduate Students (Non-Represented)	X	-	-	-	
Staff	X	-	-	-	



For the most current delegation of authority for leaves:  
<http://academicpersonnel.ucr.edu/resources/doachart.pdf>

# Academic Leaves



Medical – Example: personal illness, injury, disability



Non-Medical – Example: research leave, professional development



Sabbatical – regular, in-residence or administrative leave in lieu of sabbatical



**Policy References:** [APM 700](#). For leaves requested by academics who are members of Health Sciences Compensation Plan (HSCP), refer to the plan for leave information: [HSCP](#). For leaves requested by represented academic appointees, refer to the Memorandum of Understanding (MOU) for leave information: [MOU](#).

# Medical Leaves

# ServiceLink Form (Medical Leaves)



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.

# Medical Leaves – UCPath Reasons

LEAVE	PAID/UNPAID	REASON
4806/4804.1 Salary Continuance	Paid/Unpaid Leave of Absence	TBD
Employee's SHC-CFRA	Paid/Unpaid Leave of Absence	CFR – CFRA
Employee's SHC-FMLA	Paid/Unpaid Leave of Absence	MED – Medical
Employee's SHC-FMLA/CFRA	Paid/Unpaid Leave of Absence	MED – Medical
Family SHC-CFRA	Paid/Unpaid Leave of Absence	FAM – Family Care
Family SHC-FMLA	Paid/Unpaid Leave of Absence	FAM – Family Care
Family SHC-FMLA/CFRA	Paid/Unpaid Leave of Absence	FAM – Family Care
Military Caregiver - FMLA	Paid/Unpaid Leave of Absence	MIC – Military Caregiver
Parental Bonding - CFRA	Paid/Unpaid Leave of Absence	PAB – Parental Bonding

 **Policy References:** [APM 710](#) and [APM 715](#)

# Medical Leaves – UCPath Reasons (continued)

LEAVE	PAID/UNPAID	REASON
Parental Bonding - FMLA	Paid/Unpaid Leave of Absence	PAB – Parental Bonding
Parental Bonding – FMLA/CFRA	Paid/Unpaid Leave of Absence	PAB – Parental Bonding
Pregnancy Disability – FMLA/PDLL	Paid/Unpaid Leave of Absence	PDL – Pregnancy Disability Leave
Pregnancy Disability - PDLL	Paid/Unpaid Leave of Absence	PDL – Pregnancy Disability Leave
Bone Marrow/Organ Donation*	Paid/Unpaid Leave of Absence	ADM – Administrative
Childbearing*	Paid/Unpaid Leave of Absence	CHI – Childbearing
Family Illness/Injury*	Paid/Unpaid Leave of Absence	PER – Personal
Medical Leave*	Paid/Unpaid Leave of Absence	PER – Personal

 **Policy References:** [APM 710](#) and [APM 715](#)

\*Leave can be entered in UCPath with an FMLA/CFRA/PDLL designation



# Medical Leaves – UCPath Reasons (continued)

LEAVE	PAID/UNPAID	REASON
Parental Bonding*	Paid/Unpaid Leave of Absence	FAM – Family Care
Parental Leave under APM/IX*	Paid/Unpaid Leave of Absence	FAM – Family Care
ST Family BX*	Paid/Unpaid Leave of Absence	TBD
ST Medical BX*	Paid/Unpaid Leave of Absence	TBD
Supplemental FML+ (see note below)	Paid/Unpaid Leave of Absence	PER – Personal

+Supp FML Note: A regular status employee who has exhausted all Family and Medical Leave is eligible for Supplemental Family and Medical Leave (Supp FML) for up to an additional 12 workweeks or until the end of the calendar year, whichever is less.

 **Policy References:** [APM 710](#) and [APM 715](#)

\*Leave can be entered in UCPath with an FMLA/CFRA/PDLL designation

# Medical Leaves – UCPath Reasons (continued)

LEAVE	PAID/UNPAID	REASON
Military Spouse/Dom Ptr Leave*	Paid/Unpaid Leave of Absence	MIS – Military Spouse/Dom Ptr
Worker’s Comp ESL*	Paid/Unpaid Leave of Absence	WKC – Worker’s Compensation
Worker’s Comp*	Paid/Unpaid Leave of Absence	WKC – Worker’s Compensation
Medical Resident New Parent*	Paid/Unpaid Leave of Absence	FAM – Family Care
Medical Resident Parental	Paid/Unpaid Leave of Absence	FAM – Family Care
Faculty Medical Leave	Paid Leave of Absence	MLF – Faculty Medical Leave

 **Policy References:** [APM 710](#) and [APM 715](#)

\*Leave can be entered in UCPath with an FMLA/CFRA/PDLL designation

# Leave Information

MEDICAL



## Extended Leave Administration

\* Leave Reason  
Medical Leave

Select the Leave Reason from the dropdown – for a Medical Leave, select “Medical Leave” from the dropdown.

Initiator  
Kathleen Cool

Request Date  
07/10/18

Change/Extend Existing Leave

If an Extended Leave request has already been submitted and is in UCPATH, but you need to change the details of the leave or extend the leave, the box should be checked.

# Employee Information

The incumbent's name can be entered manually (last name first, followed by the first name). The search function, designated by the magnifying glass, can also be used.

Once the Employee Name field is populated, the incumbent's Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

**Employee Information**

▼ Note:  
If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Emp

\* Employee Name ( Last Name, First Name)  🔍 ⓘ

Position Number  ▼

Employee First Name	Employee Last Name	Employee ID	
JADE	SASSER	10011857	
Job Code	Job Description	Organization Code	Organization Description
001300	ASST PROF-AY	ORG12	Coll of Hum, Arts & Social Sci
Division Code	Division Description	Department Code	Department Description
DIV107	Social Sciences	D01032	Gender & Sexuality Studies

Incumbent Job and Position Data will populate below. Note that the UCPath Employee ID is included in this dataset. This data is for informational use and is pulled from UCPath via HRDW. The data is accurate as of 24 hours ago.

# Request Information

## Request Information

\* Leave Reason Code  
-- None --

FMLA/CFRA/PDLL  
-- None --

\* Proposed Effective Date  
[Date Field]

\* Expected Return Date  
[Date Field]

\* Pay Period Begin Date  
[Date Field]

Based on the Leave Type selected, Non-Medical or Medical Leave Reason Codes will appear in this dropdown.

If the leave taken is designated as FMLA (Family and Medical Leave Act), CFRA (California Family Rights Act), or PDLL (Pregnancy Disability Leave), select the appropriate code from the dropdown.

\* Pay Period End Date  
[Date Field]

Leave Interval  
Block Leave

For 9/12 Academic-Year Appointments, enter the pay period begin and end dates.

At the time of submission, the initiator also need 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)

At the time of the request, the initiator is required to enter a Proposed Effective Date (when does the requested leave start?) and an Expected Return Date (when will the employee return to work?). These dates can be modified by submitting a change/extend existing leave once the leave has been processed and entered in UCPATH.

# Request Information (continued)

For policy guidance and forms, consult [Resources for Academic Leaves of Absence](#)

\* Leave Reason Code

- None --
- None --
- Bone Marrow/Organ Donation\*
- Childbearing Leave\*
- Faculty Medical Leave (FML)
- LT Medical & Family BX\*
- Medical Leave\*
- Parental Bonding\*
- Parental Leave under APM or IX\*
- PostDoc Parental Leave
- ST Medical & Family BX\*
- Workers' Compensation
- Workers' Compensation ESL

FMLA/CFRA/PDLL

- None --
- None --
- Employee's SHC-CFRA
- Employee's SHC-FMLA
- Employee's SHC-FMLA/CFRA
- Family SHC-FMLA
- Family SHC-FMLA/CFRA
- Military Caregiver-FMLA
- Parental Bonding -CFRA
- Pregnancy Disability-FMLA/PDLL
- Pregnancy Disability-PDLL
- Qualifying Exigency-FMLA

Notice that ServiceLink Leave Reason Codes are very different from those in UCPATH. That is because Medical leaves designated FMLA/CFRA/PDLL and transacted TWICE in UCPATH. The actual leave is first entered, followed by the FMLA/CFRA/PDLL designation.

# Additional Information

MEDICAL

## Additional Information (Academic Only)

### Active Service Modified Duty

ASMD

\* Effective Date

\* Return to Work Date

If the employee is eligible for Active Service Modified Duties (ASMD), the checkbox should be marked.

This is only required if the leave comes with a request for ASMD. If ASMD is requested without a leave request, this form does not need to be completed. To request ASMD without a leave request, use the Job and Compensation Data Changes ServiceLink form.

For additional information on ASMD, consult the [FAQ for Family Friendly Policies](#) webpage.

Enter the ASMD Effective Date (when ASMD takes effect) and the employee's Return to Work Date. For AY Appointees, the Service Period should be entered.

# Leave Tasks

**Leave Tasks**

**Accountability Structure**

- Create a single task for all Task Listed Below
- Send/Receive Leave Packet
- Route for Approval

**Comments**

**Shared Services**

- Submit UCPATH Transaction

Tasks assigned at the Accountability Structure level are optional. If you do not want separate tasks for sending/receiving leave packet and routing for approval, check only "Create a single task for all Task Listed Below." This will generate a single task for the Accountability Structure Fulfiller to fulfill and close.

Your Shared Services Center will be assigned the task "Submit UCPATH Transaction."

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

## Attachment

▼ Note:

Attach documentation that will support your request [Upload supporting documents. Be mindful of confidentiality policy and guidelines and protect the privacy and security of health information; ex, HIPAA]

Add 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)

Submit

To submit the request click on "submit." You will be directed to a confirmation page.

Cancel

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.

# ServiceLink Initiator

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

Thank you, your request has been submitted

Request Number: [REQ0019992](#)

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

Number	Description
<a href="#">RITM0020025</a>	<a href="#">Extended Leave Administration</a>

Stage

▶ ✓ → ○

Response time(ms): 4372, Network: 3677, server: 324, browser: 371

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 transactions' progress through fulfillment. Three green checks means that all tasks are closed and the submitted transaction is complete.

# ServiceLink Initiator (continued)

MEDICAL

Requested Item  
RITM0020026

Number RITM0020026

Item ELA - Extended Leave Administration

Opened 07/10/18 12:27:14

Requested for Shannon Minter

State Open

Assigned to

Request REQ0019993

Stage Fulfillment

\* Leave Reason  
Medical Leave

Initiator  
Kathleen Cool

Request Date  
07/10/18

Change/Extend Existing Leave

Employee Information  
▼ Note:  
If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Employee Information section.

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.

# ServiceLink Fulfiller

MEDICAL

Catalog Tasks (2) | Approvers | Group approvals

Catalog Tasks | Go to | State | Search | 1 to 2 of 2

Request item = RITM0020029

	Number	Short description	Assignment group	Assigned to	Stage	State
<input type="checkbox"/>	<a href="#">SCTASK0035517</a>	Submit UCPATH Transaction	UCPath Harvest Extended Leave Shared Ser...	Orlandrea Bryson	▶ ✓ → ○	Open
<input type="checkbox"/>	<a href="#">SCTASK0035516</a>	All Tasks Completed for this transaction	UCPath D01032 Extended Leave Accountabil...		▶ ✓ → ○	Open

Actions on selected rows... | 1 to 2 of 2

Two tasks will be displayed simultaneously – one assigned to the ELA Accountability Structure Fulfiller (to Send/Receive the leave packet) and the other to the ELA Shared Services Center Fulfiller (to submit the UCPATH Transaction). Check with your Shared Services Center regarding who is responsible for sending and receiving the leave packet to/from the employee.

Once both tasks have been manually closed in ServiceLink, the RITM Stage will automatically update to “Closed.”

# Data Required for UCPath Absence Management Transactions (All)

Key Data Point		Notes
Employee Name	N/A	
Employee ID	N/A	
Start Date	N/A	
Expected Return Date	N/A	
Leave Type	N/A	
Leave	N/A	
Absence Reason	N/A	
Comments		UCPath required comments if you are updating the original leave.
Last Day Worked		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.

# Additional Data Required for UCPath Transaction – Extended Leave

Data Point	Notes
Date change will take effect	Data point will default to Extended Absence's Start Date.
Last Day Worked	Required if the last day the person actively worked is not the day before the Leave Effective Date.  If nothing is entered, the Last Date Worked will default to Leave Effective Date minus 1 day.

# Additional Data Required for UCPath Transaction – FMLA

## Data Point

Federal Eligibility Flag 3 – At least 50 employees are employed with the employer within 75 mile radius

State Eligibility Flag 1 – Employee has been employed for at least 12 months

State Eligibility Flag 2 – The Employee has worked at least 1250 hours in the past 12 months

State Eligibility Flag 3 – At least 50 employees are employed with the employer within 75 miles radius

# Additional Data Required for UCPath Transaction – Workers’ Comp

Data Point	Notes
State Eligibility Flag 1 – Employee has been employed for at least 12 months	N/A
State Eligibility Flag 2 – The employee has worked at least 1250 hours in the past 12 months	N/A
State Eligibility Flag 3 – At least 50 employees are employed with the employer within 75 mile radius	N/A
Add Attachment	Location (UCR) must attach the Workers’ Comp Pay Election Form for Workers’ Comp leaves.



# Non-Medical Leaves

# ServiceLink Form (Non-Medical Leaves)



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.

# Non-Medical Leaves – UCPath Reasons

LEAVE	PAID/UNPAID	REASON
Bargaining Release Time	Paid/Unpaid Leave of Absence	Administrative
Bereavement	Paid/Unpaid Leave of Absence	Personal
Community Service	Paid/Unpaid Leave of Absence	Government/Public Service
Emergency Relief Leave	Paid/Unpaid Leave of Absence	Administrative
Investigatory Leave	Paid/Unpaid Leave of Absence	Investigatory Leave
Jury Duty	Paid/Unpaid Leave of Absence	Not Entered in Job Data
Service to Government Agencies	Paid/Unpaid Leave of Absence	Government/Public Service
Suspension/Corrective Action	Paid/Unpaid Leave of Absence	Administrative

 **Policy Reference:** [Conflict of Commitment](#)

# Non-Medical Leaves – UCPath Reasons (continued)

LEAVE	PAID/UNPAID	REASON
Temporary Layoff	Unpaid Leave of Absence	Temporary Layoff
Union Business Leave	Paid/Unpaid Leave of Absence	Union Business
Legal Proceedings	Paid/Unpaid Leave of Absence	Administrative
Military Leave	Paid/Unpaid Leave of Absence	Military Service
Other Circumstances	Paid/Unpaid Leave of Absence	Personal
Professional Development	Paid/Unpaid Leave of Absence	Education/Professional Dev
Special 2-Month Unpaid Leave LX	Unpaid Leave of Absence	SPR – Special Research

 **Policy Reference:** [Conflict of Commitment](#)

# Leave Information

NON-MEDICAL



## Extended Leave Administration

\* Leave Reason  
Non-Medical Leave

Select the Leave Reason from the dropdown – for a Non-Medical Leave, select “Non-Medical Leave” from the dropdown.

Initiator  
Kathleen Cool

Request Date  
07/10/18

Change/Extend Existing Leave

If an Extended Leave request has already been submitted and is in UCPATH, but you need to change the details of the leave or extend the leave, the box should be checked.

# Employee Information

NON-MEDICAL

The incumbent's name can be entered manually (last name first, followed by the first name). The search function, designated by the magnifying glass, can also be used.

Once the Employee Name field is populated, the incumbent's Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

**Employee Information**

▼ Note:  
If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Empl

\* Employee Name ( Last Name, First Name)  🔍 ⓘ

Position Number  ▼

Employee First Name	Employee Last Name	Employee ID	
JADE	SASSER	10011857	
Job Code	Job Description	Organization Code	Organization Description
001300	ASST PROF-AY	ORG12	Coll of Hum, Arts & Social Sci
Division Code	Division Description	Department Code	Department Description
DIV107	Social Sciences	D01032	Gender & Sexuality Studies

Incumbent Job and Position Data will populate below. Note that the UCPATH Employee ID is included in this dataset. This data is for informational use and is pulled from UCPATH via HRDW. The data is accurate as of 24 hours ago.

# Request Information

NON-MEDICAL

## Request Information

\* Leave Reason Code  
Professional Development

\* Proposed Effective Date  
07/10/18

\* Expected Return Date

Leave Interval  
-- None --

Actual Return Date

Select the appropriate Leave Reason Code. See next slide for details.

At the time of the request, the initiator is required to enter a Proposed Effective Date (when does the requested leave start?) and an Expected Return Date (when will the employee return to work?). For AY Appointees, the Service Period should be entered. These dates can be modified by submitting a change/extend existing leave once the leave has been processed and entered in UCPATH.

At the time of submission, the initiator also need 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)

If the Actual Return Date is known, it may be entered at the time of the request. This is NOT a required field.

# Request Information (continued)

NON-MEDICAL

**Request Information**

\* Leave Reason Code

-- None --

-- None --

Bargaining Release Time

Bereavement

Investigatory Leave

Jury Duty

Legal Proceedings

Military Leave

Other Circumstances

Personal Leave

Professional Development

Service to Government Agencies

Special 2 - Month Unpaid Lv.LX

Suspension / Corrective Action

Temporary Layoff

Union Business Leave

Non-Medical Leave Reason Codes populate dynamically based on the employee selected. Non-Medical Leave Reason Codes include:

- Bargaining Release Time
- Bereavement
- Investigatory Leave
- Jury Duty
- Legal Proceedings
- Military Leave
- Other Circumstances
- Personal Leave
- Professional Development
- Service to Government Agencies
- Special 2 – Month Unpaid Lv. LX
- Suspension/Corrective Action
- Temporary Layoff
- Union Business Leave



# Request Information (continued)

NON-MEDICAL

## Request Information

\* Leave Reason Code

Professional Development

\* Proposed Effective Date

07/10/18

\* Expected Return Date

Actual Return Date

Affected Quarter(s)

- Summer
- Fall
- Winter
- Spring

Quarter(s) where the employee will be on leave should be checked (more than one quarter can be checked).

\* Pay Period Begin Date

\* Pay Period End Date

Since Pay Period does not match service period for 9/12 Academic-Year Appointments, enter the pay period begin and end dates. The Payroll Calendar & Schedules for 2018 can be found [here](#).

# Additional Information

NON-MEDICAL

## Additional Information (Academic Only)

Pay Allocation

\* % Paid

Enter the percentage of UC compensation while on leave, if applicable. If the percentage is none, enter 0%.

\* % Unpaid

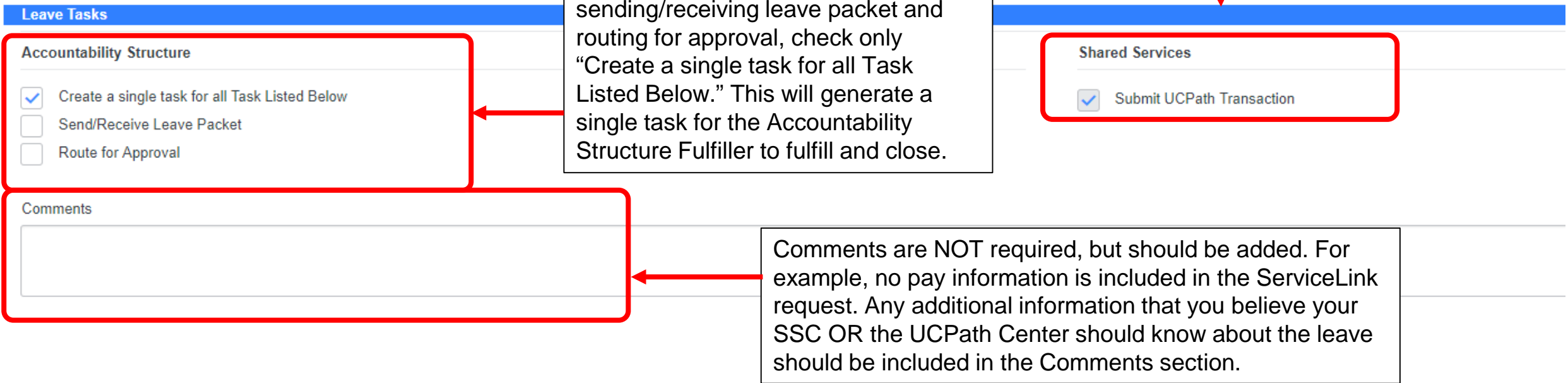
Enter the percentage not compensated by UC while on leave, if applicable. If the percentage is none, enter 0%.

Total

The total of the two previous entries will appear here. The total must equal to 100%.

# Leave Tasks

NON-MEDICAL



# Attachment

NON-MEDICAL

## Attachment

▼ Note:

Attach documentation that will support your request [Upload supporting documents. Be mindful of confidentiality policy and guidelines and protect the privacy and security of health information; ex, HIPAA]

Add 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)

Submit

To submit the request click on "submit." You will be directed to a confirmation page.

Cancel

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.

# ServiceLink Initiator

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

Thank you, your request has been submitted

Request Number: [REQ0019992](#)

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

Number	Description
<a href="#">RITM0020025</a>	<a href="#">Extended Leave Administration</a>

Stage

▶ ✓ → ○

Response time(ms): 4372, Network: 3677, server: 324, browser: 371

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 transactions' progress through fulfillment. Three green checks means that all tasks are closed and the submitted transaction is complete.

# ServiceLink Initiator (continued)

MEDICAL

Requested Item  
RITM0020026

Number RITM0020026

Item ELA - Extended Leave Administration

Opened 07/10/18 12:27:14

Requested for Shannon Minter

State Open

Assigned to

Request REQ0019993

Stage Fulfillment

\* Leave Reason  
Medical Leave

Initiator Kathleen Cool

Request Date 07/10/18

Change/Extend Existing Leave

Employee Information

▼ Note:  
If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Employee Information section.

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.

# ServiceLink Fulfiller

MEDICAL

Catalog Tasks (2) | Approvers | Group approvals

Catalog Tasks | Go to | State | Search | 1 to 2 of 2

Request item = RITM0020029

	Number	Short description	Assignment group	Assigned to	Stage	State
<input type="checkbox"/>	<a href="#">SCTASK0035517</a>	Submit UCPATH Transaction	<a href="#">UCPath Harvest Extended Leave Shared Ser...</a>	<a href="#">Orlandrea Bryson</a>	▶ ✓ → ○	Open
<input type="checkbox"/>	<a href="#">SCTASK0035516</a>	All Tasks Completed for this transaction	<a href="#">UCPath D01032 Extended Leave Accountabil...</a>		▶ ✓ → ○	Open

Actions on selected rows... | 1 to 2 of 2

Two tasks will be displayed simultaneously – one assigned to the ELA Accountability Structure Fulfiller (to Send/Receive the leave packet) and the other to the ELA Shared Services Center Fulfiller (to submit the UCPATH Transaction). Check with your Shared Services Center regarding who is responsible for sending and receiving the leave packet to/from the employee.

Once both tasks have been manually closed in ServiceLink, the RITM Stage will automatically update to “Closed.”

# Data Required for UCPath Absence Management Transactions (All)

Key Data Point		Notes
Employee Name	N/A	
Employee ID	N/A	
Start Date	N/A	
Expected Return Date	N/A	
Leave Type	N/A	
Leave	N/A	
Absence Reason	N/A	
Comments		UCPath required comments if you are updating the original leave.
Last Day Worked		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.



# Additional Data Required for UCPath Transaction – Extended Leave

Data Point	Notes
Date change will take effect	Data point will default to Extended Absence's Start Date.
Last Day Worked	Required if the last day the person actively worked is not the day before the Leave Effective Date.  If nothing is entered, the Last Date Worked will default to Leave Effective Date minus 1 day.

# Additional Data Required for UCPath Transaction – Military Leave

Data Point	Notes
Date change will take effect	Locations (UCR) are responsible for entering the effective date if they are populating any of the fields listed in this section. If a date is not provided, but the fields are populated, UCPC will use the start date of the leave.
Earnings Code & Percent (up to 4 rows)	Locations are responsible for entering the appropriate data and in the correct format.
Add Attachment	Locations must attach the Supplement to Military Pay Worksheet for Military Leaves, as applicable. Primarily, this will be attached to the leave request (for exempt employees) or E-330 (for non-exempt employees). For any military supplement pay related JED updates, the attachment would need to be included in the UCPath JED request.

# Sabbatical Leaves

# ServiceLink Form (Sabbatical Leaves)



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.

# Sabbatical Leaves – UCPath Reasons

LEAVE	PAID/UNPAID	REASON
Lieu of Sabbatical – Full Pay	Paid Leave of Absence	LLS – Leave in Lieu Sabbatical
Lieu of Sabbatical – Part Pay	Paid Leave of Absence	LLP – Leave in Lieu Sabbatical – Partial Pay
Lieu of Sabbatical in Residence – Full Pay	Paid Leave of Absence	TBD
Lieu of Sabbatical in Residence – Part Pay	Paid Leave of Absence	TBD
Faculty Sabbatical in Residence – Full Pay	Paid Leave of Absence	SIR – Faculty Sabbatical in Residence – Full Pay
Faculty Sabbatical in Residence – Part Pay	Paid Leave of Absence	SIR – Faculty Sabbatical in Residence – Partial Pay

 **Policy Reference:** [APM 740](#)

# Sabbatical Leaves – UCPath Reasons (continued)

LEAVE	PAID/UNPAID	REASON
Faculty Sabbatical – Full Pay	Paid Leave of Absence	FSP – Faculty Sabbatical Full Pay
Faculty Sabbatical – Partial Pay	Paid Leave of Absence	FSP – Faculty Sabbatical Partial Pay

 Policy Reference: [APM 740](#)

# Leave Information

SABBATICAL



## Extended Leave Administration

\* Leave Reason  
Sabbatical

Select the Leave Reason from the dropdown – for a Sabbatical Leave, select “Sabbatical” from the dropdown.

Initiator  
Kathleen Cool

Request Date  
07/10/18

Change/Extend Existing Leave

If an Extended Leave request has already been submitted and is in UCPATH, but you need to change the details of the leave or extend the leave, the box should be checked.

# Employee Information

The incumbent's name can be entered manually (last name first, followed by the first name). The search function, designated by the magnifying glass, can also be used.

Once the Employee Name field is populated, the incumbent's Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

**Employee Information**

▼ Note:  
If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the E

\* Employee Name ( Last Name, First Name)  🔍 ⓘ

Position Number  ▼

Employee First Name	Employee Last Name	Employee ID	
JADE	SASSER	10011857	
Job Code	Job Description	Organization Code	Organization Description
001300	ASST PROF-AY	ORG12	Coll of Hum, Arts & Social Sci
Division Code	Division Description	Department Code	Department Description
DIV107	Social Sciences	D01032	Gender & Sexuality Studies

Incumbent Job and Position Data will populate below. Note that the UCPath Employee ID is included in this dataset. This data is for informational use and is pulled from UCPath via HRDW. The data is accurate as of 24 hours ago.



# Request Information

Select the appropriate Leave Reason Code. See next slide for details.

## Request Information

\* Leave Reason Code  
-- None --

\* Proposed Effective Date

\* Expected Return Date

Actual Return Date

Affected Quarter(s)

Summer

Fall

Winter

Spring

At the time of the request, the initiator is required to enter a Proposed Effective Date (when does the requested leave start?) and an Expected Return Date (when will the employee return to work?). For AY Appointees, the Service Period should be entered. These dates can be modified by submitting a change/extend existing leave once the leave has been processed and entered in UCPath.

If the Actual Return Date is known, it may be entered at the time of the request. This is NOT a required field.

Quarter(s) where the employee will be on Sabbatical should be checked (more than one quarter can be checked).

# Request Information (continued)

**Request Information**

\* Leave Reason Code

-- None --

-- None --

Faculty Sab in Res-Full Pay

Faculty Sab in Res-Partial Pay

Faculty Sab - Full Pay

Faculty Sab - Partial Pay

Lieu of Sab - Full Pay

Lieu of Sab - Part Pay

Sabbatical Leave Reason Codes populate dynamically based on the employee selected.

Sabbatical Leave Reason Codes include:

- Faculty Sabbatical in Residence – Full Pay
- Faculty Sabbatical in Residence – Partial Pay
- Faculty Sabbatical – Full Pay
- Faculty Sabbatical – Partial Pay
- Lieu of Sabbatical – Full Pay
- Lieu of Sabbatical – Partial Pay

# Additional Information

SABBATICAL

## Additional Information (Academic Only)

### Pay Allocation

\* % Paid

\* % Unpaid

Total

\* Sabbatical Credits to be Deducted

Enter the percentage of UC compensation while on leave, if applicable. If the percentage is none, enter 0%.

Enter the percentage not compensated by UC while on leave, if applicable. If the percentage is none, enter 0%.

The total of the two previous entries will appear here. The total must equal to 100%.

Enter the number of Sabbatical credits required for the requested leave. See [APM 740](#) for policy details.

# Leave Tasks

Your Shared Services Center will be assigned the task "Submit UCPATH Transaction."



## Leave Tasks

**Accountability Structure**

- Create a single task for all Task Listed Below
- Send/Receive Leave Packet
- Route for Approval

Tasks assigned at the Accountability Structure level are optional. If you do not want separate tasks for sending/receiving leave packet and routing for approval, check only "Create a single task for all Task Listed Below." This will generate a single task for the Accountability Structure Fulfiller to fulfill and close.

**Shared Services**

- Submit UCPATH Transaction

**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

## Attachment

▼ Note:

Attach documentation that will support your request [Upload supporting documents. Be mindful of confidentiality policy and guidelines and protect the privacy and security of health information; ex, HIPAA]

Add 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)

Submit

To submit the request click on "submit." You will be directed to a confirmation page.

Cancel

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.

# ServiceLink Initiator

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

Thank you, your request has been submitted

Request Number: [REQ0019992](#)

Number	Description	Stage
<a href="#">RITM0020025</a>	<a href="#">Extended Leave Administration</a>	

Response time(ms): 4372, Network: 3677, server: 324, browser: 371

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 transactions' progress through fulfillment. Three green checks means that all tasks are closed and the submitted transaction is complete.

# ServiceLink Initiator (continued)

Requested Item  
RITM0020026

Number: RITM0020026

Item: ELA - Extended Leave Administration

Opened: 07/10/18 12:27:14

Requested for: Shannon Minter

State: Open

Assigned to: [Search]

Request: REQ0019993

Stage: Fulfillment

\* Leave Reason: Medical Leave

Initiator: Kathleen Cool

Request Date: 07/10/18

Change/Extend Existing Leave

Employee Information

▼ Note:  
If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Employee Information section.

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.

# ServiceLink Fulfiller

SABBATICAL

Catalog Tasks (2) | Approvers | Group approvals

Catalog Tasks | Go to | State | Search | 1 to 2 of 2

Request item = RITM0020029

	Number	Short description	Assignment group	Assigned to	Stage	State
<input type="checkbox"/>	<a href="#">SCTASK0035517</a>	Submit UCPATH Transaction	<a href="#">UCPath Harvest Extended Leave Shared Ser...</a>	<a href="#">Orlandrea Bryson</a>	▶ ✓ → ○	Open
<input type="checkbox"/>	<a href="#">SCTASK0035516</a>	All Tasks Completed for this transaction	<a href="#">UCPath D01032 Extended Leave Accountabil...</a>		▶ ✓ → ○	Open

Actions on selected rows... | 1 to 2 of 2

Two tasks will be displayed simultaneously – one assigned to the ELA Accountability Structure Fulfiller (to Send/Receive the leave packet) and the other to the ELA Shared Services Center Fulfiller (to submit the UCPATH Transaction). Check with your Shared Services Center regarding who is responsible for sending and receiving the leave packet to/from the employee.

Once both tasks have been manually closed in ServiceLink, the RITM Stage will automatically update to “Closed.”



# Data Required for UCPath Absence Management Transactions (All)

Key Data Point		Notes
Employee Name	N/A	
Employee ID	N/A	
Start Date	N/A	
Expected Return Date	N/A	
Leave Type	N/A	
Leave	N/A	
Absence Reason	N/A	
Comments	UCPath required comments if you are updating the original leave.	
Last Day Worked	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.	

# Additional Data Required for UCPath Transaction – Sabbatical

Data Point	Notes
Actual Return Date	For sabbatical leaves, locations will submit the actual end date as part of the initial leave request
Manage Accruals Link	For applicable Sabbatical Leaves, location is responsible for submitting the Sabbatical credits to be used during the Sabbatical Leave. Refer to the Manage Accruals Inputs Tab for the list of applicable fields.
Date change will take effect	Locations are responsible for entering the effective date if they are populating any of the field listed in this section. If a date is not provided but the fields are populated, UCPC will use the start date of the leave

# Additional Data Required for UCPath Transaction – Sabbatical (continued)

Data Point	Notes
SAB Percent	Locations are required to provide appropriate JED distribution for sabbatical leaves by indicating what percent will be paid using SAB
LNP Percent	Locations are required to provide appropriate JED distribution for sabbatical leaves by indicating what percent will be unpaid using LNP
SLS Percent	Locations are required to provide appropriate JED distribution for sabbatical leaves by indicating the percent on Sabbatical-Leave-Supplement
SLL Percent	Locations are required to provide appropriate JED distribution for sabbatical leaves by indicating the percent on Sabbatical-Leave-in lieu

# Change/Extend Existing Leave

# 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

CHANGE/EXTEND



## Extended Leave Administration

\* Leave Reason  
Medical Leave

Select the Leave Reason from the dropdown – for a Medical Leave, select “Medical Leave” from the dropdown. For a Non-Medical Leave, select “Non-Medical Leave”

Initiator  
Kathleen Cool

Request Date  
07/10/18

Change/Extend Existing Leave

If an Extended Leave request has already been submitted (regardless of Leave Reason) and is in UCPATH, but you need to change the details of the leave or extend the leave, the box **MUST** be checked. This alerts your SSC fulfiller that a leave already exists in UCPATH for this employee.

# Employee Information

CHANGE/EXTEND

The incumbent's name can be entered manually (last name first, followed by the first name). The search function, designated by the magnifying glass, can also be used.

Once the Employee Name field is populated, the incumbent's Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

**Employee Information**

▼ Note:  
If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Empl

\* Employee Name ( Last Name, First Name)  🔍 ⓘ

Position Number  ▼

Employee First Name	Employee Last Name	Employee ID	
JADE	SASSER	10011857	
Job Code	Job Description	Organization Code	Organization Description
001300	ASST PROF-AY	ORG12	Coll of Hum, Arts & Social Sci
Division Code	Division Description	Department Code	Department Description
DIV107	Social Sciences	D01032	Gender & Sexuality Studies

Incumbent Job and Position Data will populate below. Note that the UCPATH Employee ID is included in this dataset. This data is for informational use and is pulled from UCPATH via HRDW. The data is accurate as of 24 hours ago.

# Request Information

CHANGE/EXTEND

**Request Information**

\* Leave Reason Code  
-- None --

FMLA/CFRA/PDLL  
-- None --

\* Proposed Effective Date

\* Expected Return Date

\* Pay Period Begin Date

\* Pay Period End Date

Leave Interval  
Block Leave

Based on the Leave Type selected, Non-Medical or Medical Leave Reason Codes will appear in this dropdown.

If the leave taken is designated as FMLA (Family and Medical Leave Act), CFRA (California Family Rights Act), or PDLL (Pregnancy Disability Leave), select the appropriate code from the dropdown.

For 9/12 Academic-Year Appointments, enter the pay period begin and end dates.

At the time of submission, the initiator also need 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)

At the time of the request, the initiator is required to enter a Proposed Effective Date (when does the requested leave start?) and an Expected Return Date (when will the employee return to work?). These dates can be modified by submitting a change/extend existing leave once the leave has been processed and entered in UCPATH.



# Additional Information

CHANGE/EXTEND

## Additional Information (Academic Only)

### Active Service Modified Duty

ASMD

\* Effective Date

\* Return to Work Date



If the employee is eligible for Active Service Modified Duties (ASMD), the checkbox should be marked.

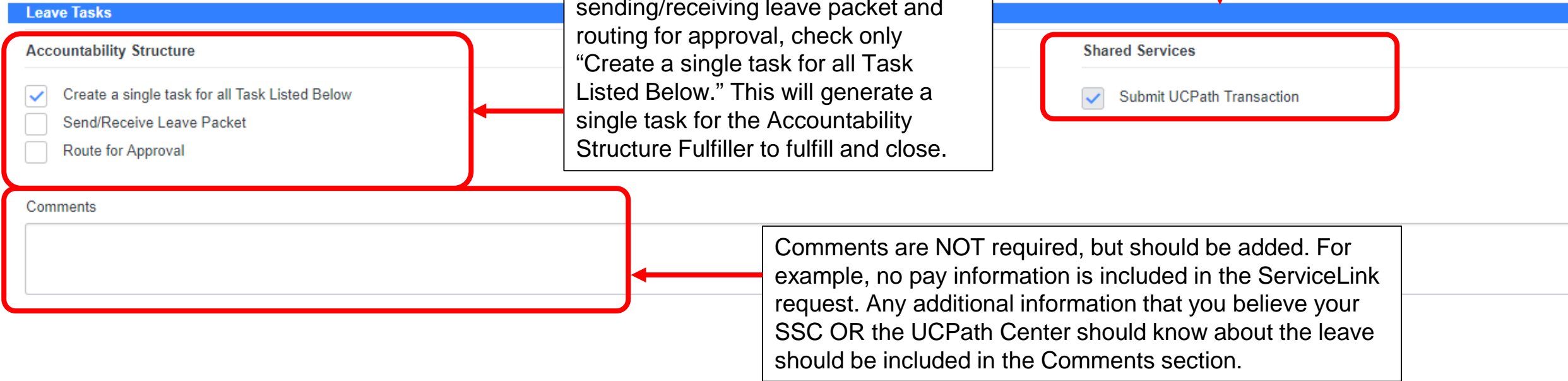
This is only required if the leave comes with a request for ASMD. If ASMD is requested without a leave request, this form does not need to be completed. To request ASMD without a leave request, use the Job and Compensation Data Changes ServiceLink form.

For additional information on ASMD, consult the [FAQ for Family Friendly Policies](#) webpage.

Enter the ASMD Effective Date (when ASMD takes effect) and the employee's Return to Work Date. For AY Appointees, the Service Period should be entered.

# Leave Tasks

CHANGE/EXTEND



# Attachment

CHANGE/EXTEND

## Attachment

▼ Note:

Attach documentation that will support your request [Upload supporting documents. Be mindful of confidentiality policy and guidelines and protect the privacy and security of health information; ex, HIPAA]

Add 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)

Submit

To submit the request click on "submit." You will be directed to a confirmation page.

Cancel

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.

# ServiceLink Initiator

CHANGE/EXTEND

UC RIVERSIDE | ServiceLink

Thank you, your request has been submitted

Request Number: [REQ0019992](#)

Number	Description	Stage
<a href="#">RITM0020025</a>	<a href="#">Extended Leave Administration</a>	

Response time(ms): 4372, Network: 3677, server: 324, browser: 371

Annotations:

- 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 transactions' progress through fulfillment. Three green checks means that all tasks are closed and the submitted transaction is complete.

# ServiceLink Initiator (continued)

CHANGE/EXTEND

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.

Requested Item  
RITM0020027

Number: RITM0020027

Item: **ELA - Extended Leave Administration**

Opened: 07/10/18 12:35:17

Requested for: Shannon Minter

State: Open

Assigned to: [Search]

Request: REQ0019994

Stage: **Fulfillment**

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.

\* Leave Reason

Medical Leave

Initiator: Kathleen Cool

Request Date: 07/10/18

Change/Extend Existing Leave

Employee Information

▼ Note:

If the employee, in which the transaction is for has more than one position and the request is for "All" positions the employee's primary job information will populate on the Employee Information section.

# ServiceLink Fulfiller

CHANGE/EXTEND

Request item = RITM0020029	Number	Short description	Assignment group	Assigned to	Stage	State
<input type="checkbox"/>	<a href="#">SCTASK0035517</a>	Submit UCPATH Transaction	UCPath Harvest Extended Leave Shared Ser...	Orlandrea Bryson	▶ ✓ → ○	Open
<input type="checkbox"/>	<a href="#">SCTASK0035516</a>	All Tasks Completed for this transaction	UCPath D01032 Extended Leave Accountabil...		▶ ✓ → ○	Open

Two tasks will be displayed simultaneously – one assigned to the ELA Accountability Structure Fulfiller (to Send/Receive the leave packet) and the other to the ELA Shared Services Center Fulfiller (to submit the UCPATH Transaction). Check with your Shared Services Center regarding who is responsible for sending and receiving the leave packet to/from the employee.

Once both tasks have been manually closed in ServiceLink, the RITM Stage will automatically update to “Closed.”

# HRDW Reporting

# HRDW Position Report

Human Resources / Academic Personnel Data Warehouse

Manage | Open | Save | Run | Export | Reset

Position Report | HRDW V1 | Exit

Query | Display | Settings

View:  Basic  Advanced    Query Type:  Detail  Summary (Sum)  Summary (Avg)

**Scope**

Fiscal Year [Q] Accounting Period [Q] Organization [Q] Division [Q] Department:  Home  Dist  Appt [Q]

**Position**

Bargaining Unit Code [Q] Job Code [Q] Position Number [Q] Position Department [Q]

**Job**

Probation End Date [Q] Exp. Job End Date [Q] Job FTE [Q] Emp. Class [Q] Job Termination Date [Q]

**Employee Info**

Employee ID: [Q] Last Name: [Q] First Name: [Q] HR Status [Q] Primary Job Most Recent Hire Date [Q] Original Hire Date [Q] Perm. Addr. Country [Q] FICA Elg. Code [Q] Termination Reason Code [Q]

**Compensation**

Job Pay Rate [Q] Compensation Freq. [Q] Salary Grade [Q] Additional Pay Effective Date [Q] Additional Pay End Date [Q] Additional Pay Earn Code [Q]

**Academic Info**

Duration of Appt. Cd [Q] Off/Above Scale Ind. [Q]

**Financial Info**

Funding Effective Date  Future  Current  Past  All [Q] Funding Earn Code [Q] Account [Q] Fund [Q] Function [Q] Cost Center [Q] Project Code [Q]

Query Name: Adhoc



# HRDW Position Report (continued)

## Department Position Report

D01000 - Graduate School of Education

First Name	Last Name	Employee ID	Position Number	Job Code	Budg. Lev. Ind.	ERN	Acct.	Actv.	Fund	Funct.	Cost Ctr	Proj. Cd.	Dist. %	Effective Dt.
Unfilled			40006792	001010 - ASSOC DEAN	P		503910	A01000	69993	40			100	12/01/2017
Unfilled			40006792	001010 - ASSOC DEAN	P	STP	305130	A01000	19900	40			42.5	12/01/2017
Unfilled			40006792	001010 - ASSOC DEAN	P	STP	305130	A01953	19900	40	QEIC		57.5	12/01/2017
Unfilled			40008626	001010 - ASSOC DEAN	P		305110	A01000	19900	40			100	12/01/2017
Unfilled			40008626	001010 - ASSOC DEAN	P		305130	A01000	19900	40			56.67	12/01/2017
Unfilled			40008626	001010 - ASSOC DEAN	P		305130	A01953	19900	40	QEIC		43.33	12/01/2017
Unfilled			40008626	001010 - ASSOC DEAN	P		503910	A01000	69993	40			100	12/01/2017
Unfilled			40008626	001010 - ASSOC DEAN	P	STP	305130	A01000	19900	40			56.67	12/01/2017
Unfilled			40008626	001010 - ASSOC DEAN	P	STP	305130	A01953	19900	40	QEIC		43.33	12/01/2017
Unfilled			40009146	002310 - TEACHG ASST-GSHIP	P		303110	A01024	57168	44			100	12/01/2017
Unfilled			40009146	002310 - TEACHG ASST-GSHIP	P		303120	A01000	19900	40	QETA		100	12/01/2017
Unfilled			40009639	002310 - TEACHG ASST-GSHIP	P		303110	A01024	57168	44			100	12/01/2017
Unfilled			40009639	002310 - TEACHG ASST-GSHIP	P		303120	A01000	19900	40	QETA		100	12/01/2017
Unfilled			40010786	004921 - STDT 2	P		504120	A01000	19931	40	QECNF		100	12/01/2017
Unfilled			40019703	003276 - GSR-PARTIAL FEE REM	P		303110	A01000	62166	62	QEUSD		100	01/01/2018
Unfilled			40019704	002310 - TEACHG ASST-GSHIP	P		303120	A01000	19900	40	QETA		100	01/01/2018
Unfilled			40019782	009605 - LAB AST 1										01/16/2018
Unfilled			40019783	009605 - LAB AST 1										01/16/2018
Unfilled			40020079	002310 - TEACHG ASST-GSHIP	P		303120	A01000	19900	40	QETA		100	01/01/2018
Unfilled			40020491	004922 - STDT 1	P		504120	A01000	19900	40			100	01/01/2018
Unfilled			40020981	001300 - ASST PROF-AY	P		300130	A01000	19900	40			100	02/01/2018
LILIANA	AGUAYO	10009795	40005702	004545 - STDT ACAD ADVISOR 3	P		500110	A01000	19900	40	QEUMR		100	12/01/2017
PAUL	AMAYA	10007086	40008237	003266 - GSR-NO REM	P		303110	A01000	57224	44			100	01/29/2018

# UCPath Inquiry

# HR Inquiry

<b>EACS Role</b>	HR Inquiry
<b>UCPath Role</b>	WFA Inquiry
<b>UCPath Role Description</b>	Inquiry role to view the main WFA pages
<b>Page/Job Aid Links</b>	<b>Path</b>
<a href="#">Person Organizational Summary</a>	Main Menu > Workforce Administration > Personal Information > Person Organizational Summary
<a href="#">Additional Names</a>	Main Menu > Workforce Administration > Personal Information > Biographical > Additional Names
<a href="#">Modify a Person</a>	Main Menu > Workforce Administration > Personal Information > Modify a Person
<a href="#">Emergency Contact</a>	Main Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact
<a href="#">Security Clearance</a>	Main Menu > Workforce Administration > Personal Information > Security Clearance
<a href="#">Workforce Job Summary</a>	Main Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary

# HR Inquiry (continued)

<b>EACS Role</b>	HR Inquiry
<b>UCPath Role</b>	WFA Inquiry
<b>UCPath Role Description</b>	Inquiry role to view the main WFA pages
<b>Page/Job Aid Links</b>	<b>Path</b>
<a href="#">Job Data</a>	Main Menu > Workforce Administration > Job Information > Job Data
<a href="#">Person Profiles</a>	Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles
<a href="#">Add/Update Position Info</a>	Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
<a href="#">Person Checklist</a>	Main Menu > Workforce Administration > Personal Information > Organizational Relationships > Person Checklist
<a href="#">Transaction Status</a>	Main Menu > Workforce Administration > Smart HR Template > Transaction Status

# HR Inquiry (continued)

<b>EACS Role</b>	HR Inquiry
<b>UCPath Role</b>	Contract Pay Inquiry
<b>UCPath Role Description</b>	Monitor contract pay details before and after a person is paid on contract pay.
<b>Page/Job Aid Links</b>	<b>Path</b>
Contract Payment Details	Main Menu > Payroll for North America > Employee Pay Data USA > Contract Payment Details
Update Contract Pay NA	Main Menu > Workforce Administration > Job Information > Contract Administration > Update Contract Pay NA

# HR Inquiry (continued)

<b>EACS Role</b>	HR Inquiry
<b>UCPath Role</b>	PayPath Inquiry
<b>UCPath Role Description</b>	Inquiry role to view an employee's current Job Data, Position Data, and Additional Pay in one location.
<b>Page/Job Aid Links</b>	<b>Path</b>
<a href="#">Person Organizational Summary</a>	Main Menu > Workforce Administration > Personal Information > Person Organizational Summary
<a href="#">Workforce Job Summary</a>	Main Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary
<a href="#">Add/Update Position Info</a>	Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
<a href="#">Employee Details Page</a>	Main Menu > UC Customizations > UC Extensions > Employee Details Page
<a href="#">PayPath Actions</a>	Main Menu > UC Customizations > UC Extensions > PayPath Actions

# FAU / SCT Inquiry

<b>EACS Role</b>	FAU / SCT Inquiry
<b>UCPath Role</b>	Funding Inquiry
<b>UCPath Role Description</b>	View approved and saved funding transactions
<b>Page/Job Aid Links</b>	<b>Path</b>
<a href="#">Funding Entry</a>	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry
<a href="#">Funding Entry Inquiry</a>	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry Inquiry
<b>UCPath Role</b>	Funding Inquiry
<b>UCPath Role Description</b>	View approved and saved funding transactions
<b>Page/Job Aid Links</b>	<b>Path</b>
<a href="#">Review Retro Distribution</a>	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Review Retro Distribution





# Additional Courses

- UCRSL 110: ServiceLink Navigation for Initiators
- UCRSL 120: ServiceLink Navigation for Fulfillers
- UCREL 220: Advanced FOM ServiceLink Extended Leaves for Staff

# FOM|UCPath Training Team Email

[FOMUCPathtraining@ucr.edu](mailto:FOMUCPathtraining@ucr.edu)

# Training Resources

<http://fomucpath.ucr.edu/training/resources.html>

# Your Feedback Please

<https://tinyurl.com/ucrfomucpathfeedback>

Thank You