



UNIVERSITY OF CALIFORNIA
UC RIVERSIDE 
FOM|UCPath Training

**Advanced FOM
ServiceLink
Extended Leaves for
Staff – 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.



Your Questions and Input

<https://tinyurl.com/ucrtraining>



Housekeeping



Cell Phones



Breaks



Restrooms

Learning Topics

- [ServiceLink Roles](#)
- [Non-Medical Leaves](#)
- [Medical Leaves](#)
- [Change/Extend Existing Leave](#)
- [Return to Work](#)
- [HRDW Reporting](#)
- [UCPath Inquiry](#)
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ServiceLink Roles

Extended Leave (ELA) FOM Process

Essential Roles

1: Employee (Requester) → Offline

2: HR Business Partner (Initiator) → ServiceLink

3: Central Office Leave Staff → Offline

4: Shared Services Center Leave Coordinator → UCPATH

5: Shared Services Center AWE Approver → UCPATH

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



ELA FOM Process

Essential Roles

1: Employee (Requester) → Offline

2: HR Business Partner (Initiator) → ServiceLink

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UCPath

5: Shared Services Center AWE Approver → UCPath

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

Employee (Requester)

This is an optional role.

The Employee is a University employed staff member requesting an extended leave of absence.

The Employee:

- Communicates with HR Staff (most likely the HR Business Partner) the intent to take leave and anticipated start and end dates
- Completes and submits required leave paperwork to the HRBP/Generalist
- Alerts the HRBP/Generalist if details of leave change

ELA FOM Process

Essential Roles

1: Employee (Requester) → Offline

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4: Shared Services Center Leave Coordinator → UCPATH

5: Shared Services Center AWE Approver → UCPATH

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

HR Business Partner (Initiator)

This is a required role.

Can be assigned to:

- HR Business Partner
- HR Generalist

The Initiator is the individual responsible for the accuracy of transactions.

- Provides leave consultation
- Confirms eligibility and leave type(s)
- Sends/receives leave documentation to the employee
- Initiates the request in ServiceLink and routes to SSC
- Keeps the Department and Leave Coordinator informed of the status of the leave
- Monitors overall request as needed

ELA FOM Process

Essential Roles

1: Employee (Requester) → Offline

2: HR Business Partner (Initiator) → ServiceLink

3: Central Office Leave Staff → Offline

4: Shared Services Center Leave Coordinator → UCPATH

5: Shared Services Center AWE Approver → UCPATH

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

Central Office Leave Staff

Provides consultation, as needed

ELA FOM Process

Essential Roles

1: Employee (Requester) → Offline

2: HR Business Partner (Initiator) → ServiceLink

3: Central Office Leave Staff → Offline

4: SSC Leave Coordinator → UCPATH

5: Shared Services Center AWE Approver → UCPATH

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

Shared Services Center Leave Coordinator

The Shared Services Center Leave Coordinator serves as fulfiller:

- Receives initiated transactions from HRBP/Generalist through ServiceLink
- Fulfills transaction in UCPATH
- Updates ServiceLink to reflect status and completion
- Completes timesheet for employees on ELA
- Monitors overall request and updates leave in UCPATH, as appropriate

ELA FOM Process

Essential Roles

1: Employee (Requester) → Offline

2: HR Business Partner (Initiator) → ServiceLink

3: Central Office Leave Staff → Offline

4: Shared Services Center Leave Coordinator →
UCPath

5: Shared Services Center AWE Approver → UCPath

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

Shared Services Center AWE Approver

Once the Shared Services Center Leave Coordinator 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 Leave Coordinator.

The SSC AWE Approver reviews the transaction for accuracy, completeness, and consistency.

ELA FOM Process

Essential Roles

1: Employee (Requester) → Offline

2: HR Business Partner (Initiator) → ServiceLink

3: Central Office Leave Staff → Offline

4: Shared Services Center Leave Coordinator →
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.

Non-Medical Leaves

ServiceLink Form (Non-Medical Leaves)



The same ServiceLink Form – Extended Leave Administration – is used for all Extended Leave requests, including Non-Medical Leaves, Medical Leaves, and Return to Work for staff employees.

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

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

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

* Employee Name (Last Name, First Name)

Position Number ▼

Employee First Name	Employee Last Name	Employee ID	
KATHLEEN	COOL	10006095	
Job Code	Job Description	Organization Code	Organization Description
004164	TRAINER 4	ORG39	Business & Administrative Serv
Division Code	Division Description	Department Code	Department Description
DIV130	Human Resources	D01103	Human Resources

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
Personal Leave

* Proposed Effective Date
07/30/18

Based on the Leave Type selected, Non-Medical or Medical Leave Reason Codes will appear in this dropdown. ServiceLink Leave Reason Codes for Non-Medical Leaves include:

- Bargaining Release Time
- Bereavement
- Community Service
- Emergency Relief Leave
- Investigatory Leave
- Jury Duty
- Legal Proceedings
- Military Leave
- Other Circumstances
- Personal Leave
- Professional Development
- Service to Government Agencies
- Suspension/Corrective Action
- Temporary Layoff
- Union Business Leave

At the time of the request, the initiator is required to enter a Proposed Effective Date (when does the requested leave start?). This date can be modified by submitting a change/extend existing leave once the leave has been processed and entered in UCPath.

Request Information (continued)

NON-MEDICAL

Request Information

* Leave Reason Code
Personal Leave

* Proposed Effective Date
07/30/18

* Expected Return Date
09/10/18

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

* Expected Return Date
09/10/18

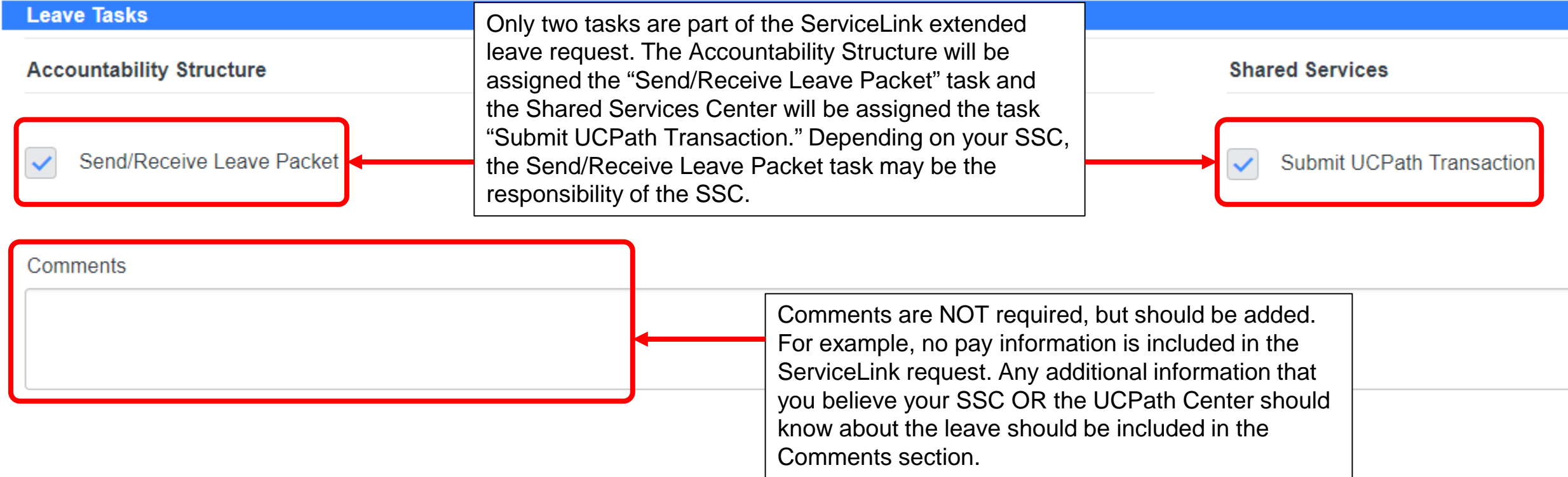
Leave Interval
Block Leave

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)

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

NON-MEDICAL

The screenshot shows the ServiceLink interface after a successful submission. At the top left is the UC Riverside logo and 'ServiceLink' text. A green notification bar at the top says 'Thank you, your request has been submitted'. Below this is a table with one row containing a request number and a description. To the right of the table is a 'Stage' indicator with three green checkmarks. A response time bar is visible at the bottom right. Red boxes and arrows highlight key elements: the request number, the table row, the stage indicator, and the confirmation message.

UC RIVERSIDE | ServiceLink

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
RITM0020025	Extended Leave Administration

Stage

▶ ✓ → ○

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

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

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)

NON-MEDICAL

Requested Item
RITM0020025

Number: RITM0020025

Item: ELA - Extended Leave Administration

Opened: 07/10/18 12:08:04

Requested for: Shannon Minter

State: Open

Assigned to: []

Request: REQ0019992

Stage: Fulfillment

* Leave Reason: Non-Medical Leave

Initiator: Kathleen Cool

Request Date: 07/10/18

Change/Extend Existing Leave

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

NON-MEDICAL

Catalog Tasks (2) | Approvers | Group approvals

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

Request item = RITM0020025

	Number	Short description	Assignment group	Assigned to	Stage	State
<input type="checkbox"/>	SCTASK0035510	Submit UCPATH Transaction	UCPath R'SSC Extended Leave Shared Servi...	Jessica Illingworth	▶ ✓ → ○	Open
<input type="checkbox"/>	SCTASK0035509	Send/Receive Leave Packet	UCPath D01103 Extended Leave Accountabil...	Jessica Illingworth	▶ ✓ → ○	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.

Medical Leaves

ServiceLink Form (Medical Leaves)



The same ServiceLink Form – Extended Leave Administration – is used for all Extended Leave requests, including Non-Medical Leaves, Medical Leaves, and Return to Work for staff employees.

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

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
Military Spouse/Dom Ptr Leave*	Paid/Unpaid Leave of Absence	MIS – Military Spouse/Dom Ptr

*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
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

+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.

*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

* Employee Name (Last Name, First Name)

Position Number ▼

Employee First Name	Employee Last Name	Employee ID	
<input type="text" value="KATHLEEN"/>	<input type="text" value="COOL"/>	<input type="text" value="10006095"/>	
Job Code	Job Description	Organization Code	Organization Description
<input type="text" value="004164"/>	<input type="text" value="TRAINER 4"/>	<input type="text" value="ORG39"/>	<input type="text" value="Business & Administrative Serv"/>
Division Code	Division Description	Department Code	Department Description
<input type="text" value="DIV130"/>	<input type="text" value="Human Resources"/>	<input type="text" value="D01103"/>	<input type="text" value="Human Resources"/>

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 --

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

FMLA/CFRA/PDLL

-- None --

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.

* Proposed Effective Date

* Expected Return Date

Leave Interval

Block Leave

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.

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)

Request Information (continued)

For policy guidance and forms, consult [UCR Local Procedure 2.210 – Leave of Absence](#)

* Leave Reason Code

- None --
- None --
- 4806/4804.1 Salary Continuance
- Bone Marrow/Organ Donation
- Childbearing Leave
- Family Illness/Injury
- Medical Leave
- Military Spouse/Domestic Partner Leave
- Parental Bonding
- Rehabilitation
- Supplemental FML
- Personal Leave
- 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 are transacted TWICE in UCPATH. The actual leave is first entered, followed by the FMLA/CFRA/PDLL designation.

Leave Tasks

Leave Tasks

Accountability Structure

Send/Receive Leave Packet

Shared Services

Submit UCPATH Transaction

Comments

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.

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
RITM0020025	Extended Leave Administration

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: [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.

Shared Services Tasks

Catalog Tasks (2) | Approvers | Group approvals

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

Request item = RITM0020025

	Number	Short description	Assignment group	Assigned to	Stage	State
<input type="checkbox"/>	SCTASK0035510	Submit UCPATH Transaction	UCPath R'SSC Extended Leave Shared Servi...	Jessica Illingworth	▶ ✓ → ○	Open
<input type="checkbox"/>	SCTASK0035509	Send/Receive Leave Packet	UCPath D01103 Extended Leave Accountabil...	Jessica Illingworth	▶ ✓ → ○	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.”

ServiceLink Fulfiller

MEDICAL

Catalog Tasks (2) | Approvers | Group approvals

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

Request item = RITM0020025

Number	Short description	Assignment group	Assigned to	Stage	State
SCTASK0035510	Submit UCPATH Transaction	UCPath R'SSC Extended Leave Shared Servi...	Jessica Illingworth	▶ ✓ → ○	Open
SCTASK0035509	Send/Receive Leave Packet	UCPath D01103 Extended Leave Accountabil...	Jessica Illingworth	▶ ✓ → ○	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.

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 Non-Medical Leaves, Medical Leaves, and Return to Work for staff employees.

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

* Employee Name (Last Name, First Name)

Position Number ▼

Employee First Name	Employee Last Name	Employee ID	
KATHLEEN	COOL	10006095	
Job Code	Job Description	Organization Code	Organization Description
004164	TRAINER 4	ORG39	Business & Administrative Serv
Division Code	Division Description	Department Code	Department Description
DIV130	Human Resources	D01103	Human Resources

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 --

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

FMLA/CFRA/PDLL

-- None --

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.

* Proposed Effective Date

* Expected Return Date

If the leave is Non-Medical, this option will not be available.

Leave Interval

Block Leave

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?). If you are extending an existing leave, the Proposed Effective Date would be the same as on the first request, but with a revised Expected Return Date.

Leave Tasks

CHANGE/EXTEND

Leave Tasks

Accountability Structure

Send/Receive Leave Packet

Comments

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.**

Shared Services

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

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
RITM0020025	Extended Leave Administration

Stage: ▶ ✓ → ○

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

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

Requested Item
RITM0020027

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.

Number: RITM0020027

Item: **ELA - Extended Leave Administration**

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

Requested for: Shannon Minter

State: Open

Assigned to: []

Request: REQ0019994

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.

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 Initiator (continued)

CHANGE/EXTEND

Requested Item
RITM0020027

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.

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**

* 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.

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

CHANGE/EXTEND

Catalog Tasks (2) | Approvers | Group approvals

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

Request item = RITM0020025

	Number	Short description	Assignment group	Assigned to	Stage	State
<input type="checkbox"/>	SCTASK0035510	Submit UCPATH Transaction	UCPath R'SSC Extended Leave Shared Servi...	Jessica Illingworth	▶ ✓ → ○	Open
<input type="checkbox"/>	SCTASK0035509	Send/Receive Leave Packet	UCPath D01103 Extended Leave Accountabil...	Jessica Illingworth	▶ ✓ → ○	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.

Return to Work

ServiceLink Form (Return to Work)



The same ServiceLink Form – Extended Leave Administration – is used for all Extended Leave requests, including Non-Medical Leaves, Medical Leaves, and Return to Work for staff employees.

Leave Information

Change, Extend, or Place On Leave and Return to Work

* Leave Reason
Return to Work

To return an employee who has been placed on an Extended Leave (Medical or Non-Medical), select "Return to Work" from the dropdown options

Initiator
Kathleen Cool

Request Date
04/25/18

* Leave Option
All Jobs

If the incumbent has more than one job and was placed on extended leave for ALL jobs, select "All Jobs" from the dropdown. All job records will populate under the Employee Information section. If the incumbent was be placed on extended leave for only one of the jobs (or is returning to work to only one of the jobs), the initiator can select the specific job in the Employee Information section.

Leave Information (continued)

RETURN TO WORK



Change, Extend, or Place On Leave and Return to Work

* Leave Reason
Return to Work

To return an employee who has been placed on an Extended Leave (Medical or Non-Medical), select "Return to Work" from the dropdown options

Initiator
Kathleen Cool

Request Date
07/10/18

* Leave Option
All Jobs

If the incumbent has more than one job and was placed on extended leave for ALL jobs, select "All Jobs" from the dropdown. All job records will populate under the Employee Information section. If the incumbent was be placed on extended leave for only one of the jobs (or is returning to work to only one of the jobs), the initiator can select the specific job in the Employee Information section.

Employee Information

Employee Information

* Employee Name (Last Name, First Name)
COOL, KATHLEEN L

The incumbent's name can be entered manually (last name first, followed by the first name).

Employee ID	Position No.	Org Code - Description	Div Code - Description	Dept Code - Description	Job Code - Description
10006095	40007147	ORG39 - Business & Administrative Serv	DIV130 - Human Resources	D01103 - Human Resources	004164 - TRAINER 4

The screenshot shows the UCPATH PPPPERs application interface. A search dropdown menu is open, listing various search criteria: Employee Name, Employee ID, Home Department Dept Code, Home Department Dept Description, Home Department Division Division Code, Home Department Division Div Description, Home Department Division Organization Org Code, Home Department Division Organization Organization Description, and Visa Permit Type. The 'Employee Name' option is highlighted. Below the dropdown, a table of employee records is visible, including names like ABALOYAN, RICHARD C, ABARCA, ISAAC M, and ABBAS, HANEEN E.

There are also a number of ways to search for an employee: by name, Empl ID, Home Department, and Visa Permit Type. Regardless of the search method, once an employee is selected, all job records will populate below the Employee Name. If the employee has more than one job, two or more records will appear. If the selected employee is going on leave only for one job, select one or more jobs.

Request Information

RETURN TO WORK

Request Information

* Actual Return Date

07/31/18



Enter the Actual Date the employee will be returning to work from Medical or Non-Medical Leave. This should be their first day back to the office from leave.

Leave Tasks

RETURN TO WORK

Leave Tasks

Accountability Structure

Shared Services

Submit UCPATH Transaction

Comments

Only one task is part of the ServiceLink extended leave return to work request. Notice that the Accountability Structure is not assigned any tasks when returning an employee to work. The only task assigned is for the SSC to transact the request in UCPATH.

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

RETURN TO WORK



Logout

<

Thank you, your request has been submitted

X

Request Number: [REQ0019995](#)

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

Number	Description
RITM0020028	Change, Extend, or Place On Leave and Return to Work

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

Stage

▶ ✓ ↻ ○

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.

Response time(ms): 2423, Network: 1917, server: 283, browser: 223

ServiceLink Initiator (continued)

RETURN TO WORK

Requested Item
RITM0020028

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.

Number: RITM0020028

Item: ELA - Leave Administration

Opened: 07/10/18 12:43:59

Requested for: Shannon Minter

State: Open

Assigned to: [Search]

Request: REQ0019995

Stage: Fulfillment

* Leave Reason

Return to Work

Initiator

Kathleen Cool

Request Date

07/10/18

* Leave Option

All Jobs

Employee Information

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

RETURN TO WORK

Catalog Tasks (1) | Approvers | Group approvals

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

Request item = RITM0020028

	Number	Short description	Assignment group	Assigned to	Stage	State
<input type="checkbox"/>	SCTASK0035515	Submit UCPATH Transaction	UCPath R'SSC Extended Leave Shared Servi...	Jessica Illingworth	▶ ✓ ↻ ○	Open

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

Only one task (assigned to the Shared Services Center) is generated as part of the Extended Leave Administration Return to Work request. Once the task to Submit the UCPATH Transaction is done and the task has been manually closed in ServiceLink, the RITM Stage will automatically update to "Closed."

Additional Data Required for UCPath Transaction – Return from Leave

Data Point	Notes
Actual Return Date	<p>Locations (UCR) are responsible for entering this date only in the case where the employee has returned to work.</p> <p>For return to leave requests, location will submit the Actual Return Date once the employee has returned to work.</p>

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

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

HR Inquiry (continued)

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

HR Inquiry (continued)

EACS Role	HR Inquiry
UCPath Role	Contract Pay Inquiry
UCPath Role Description	Monitor contract pay details before and after a person is paid on contract pay.
Page/Job Aid Links	Path
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)

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

FAU / SCT Inquiry

EACS Role	FAU / SCT Inquiry
UCPath Role	Funding Inquiry
UCPath Role Description	View approved and saved funding transactions
Page/Job Aid Links	Path
Funding Entry	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry
Funding Entry Inquiry	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry Inquiry
UCPath Role	Funding Inquiry
UCPath Role Description	View approved and saved funding transactions
Page/Job Aid Links	Path
Review Retro Distribution	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
- UCRPDM 200: Advanced FOM ServiceLink Position Data Management

FOM|UCPath Training Team Email

FOMUCPathtraining@ucr.edu

Training Resources

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

Your Feedback Please

<https://tinyurl.com/ucrfomucpathfeedback>

Thank You