

UCLA SYSTEM CHANGES AND IMPLEMENTATION- UWSC

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1. CHANGES TO UNCLASSIFIED LEAVE POLICY

Reduction of Sick Leave Accrual for Failing to Complete Leave Reports

www.uwsa.edu/hr/upgs/upg10.pdf See 10.10 (2)

Reporting Leave in Units of One-Half Days for Full-Time Employees

www.uwsa.edu/hr/upgs/upg10.pdf See 10.08

Percent	Time Used	Time Reported
Part Time	Any amount	Actual hours
Full Time	Less than 2 hrs	0 hours
Full Time	2-6 hours	4 hours
Full Time	Greater than 6 hrs	8 hours

Colleague Coverage Change

www.uwsa.edu/hr/upgs/upg10.pdf See 10.04 (2)

Rationale for Defining a 40-hour Work Schedule for Purposes of Leave Reporting

www.uwsa.edu/hr/benefits/leave/40hrweekrationale.pdf

2. CHANGES TO EMPLOYEE LEAVE STATEMENTS AND REPORTS

Leave Statement and Leave Report will be separated. The leave report will be a separate page from the leave statement. The new leave statement will be what is currently the top portion of the existing leave statement, reflecting the employee's balances/usages. The new report will be what is currently the lower portion of the existing "yellow" leave statement whereby the employee reports leave usage to his/her supervisor for approval/signoff.

Leave Statement

- **Breakdown of Adjustments.** The employee leave statement will show reason codes for adjustments made to the employee's leave balances. The leave statement will display the breakdown of the adjustments.

Example

	Prior Bal	Earned	Used	Adjustments	Ending Bal
Sick Leave	100.0	8.0	4.0	-6.0	98.0

Adjustments

Prior Use -8.0

Appt Change +2.0

The employee has an adjustment to sick leave for (1) late reported usage and (2) appointment/payroll % change. The sick leave adjustment in the leave detail of the leave statement will reflect the net result of the adjustments. The message section of the leave statement will contain the detailed adjustment breakdown e.g. late reporting, appointment/payroll % change, etc.

In addition to the benefit of the employee seeing the adjustments, the adjustment detail is also beneficial when extracting data for auditing purposes.

- **Catastrophic Leave**
The employee's leave statement will reflect the donation and usage of catastrophic leave. A separate column on the leave report will appear for employees having a "catastrophic leave" balance to record usage. The leave administrator will adjust the leave account of the employee who donated the leave via the UCLA application, using the appropriate reason code.

Leave Report

- **Inclusion of University Leave Policy and Instructions** will appear on the leave report that provides assistance to the employee in recording and completing his/her usage of time, etc.
- **Information relating to the Regency policy/State law** will be reflected on the leave report. That is, the consequences in the failure of the employee to complete and return all his/her leave reports within any given fiscal year resulting in the reduction of the employee's sick

leave at the end of that fiscal year will be noted on the employee's leave report. The 40 hour work week will also be noted.

- **Date Field for Leave Time Recording**
The month and day of the week will be reflected in the "Date" column on the leave report, in addition to the month. Example: Tue Jan 1, 2008
- **The nine month employee leave report will continue to be personalized** as it is currently. That is, the leave report for nine month employees will reflect the appropriate pay period dates for the specific "employed" campus.
- **Dates that are legal holidays will be noted by an asterisk *.**
- **Revision to the Floating Holiday Field Name**
The Floating Holiday field will be updated to read: Pers/Float
- **Colleague Coverage**
The employee's leave report form will no longer reflect the colleague coverage column.
- **Identification of Non-Sick Leave Hours Instead of "Eligible" Sick Leave usage**
A statement will appear on the Employee's Leave Report for twelve month employees to indicate if they used other leave for said reporting period instead of their sick leave when in fact they were eligible to charge their leave time to sick leave. The following message will appear above the employee's signature line:

_____ CHECK IF YOU REPORTED VACATION, PERSONAL HOLIDAY, LEGAL HOLIDAY, FLOATING HOLIDAY, OR ALRA FOR ANY TIME FOR WHICH YOU COULD HAVE USED SICK LEAVE.
- **Duplicate Copies of leave reports and statements will be available in Cypress Knowledge Builder** for reprint by the Campus for 3 years.

3. MISSING LEAVE REPORTS

Each month, an employee must complete and return a leave report for each appointment. Any missing leave reports for a person within a fiscal year, regardless of which appointment has the missing leave reports; will impact the REDUCTION OF SICK LEAVE for the employee. This includes active and inactive appointments at any UW Institution/Campus.

If reports are missing, the indicator of **** will appear in the ending balance fields on the leave statement with the message:

****** We are unable to update your balances because you have missing leave reports.**

The leave statement will reflect **** in the ending balance fields with the missing leave statement message until the employee returns the missing leave report/s.

If leave reports are not returned, the sick leave reduction will occur for the previous fiscal year on August 15. These same results will apply to employees having "active" multiple leave appointments and fail to turn in their leave reports for one or more of their appointments. Both leave statements from all the employee's active "leave" appointments will reflect **** in the ending balance fields, along with the message.

Definition of Fiscal Year, for purposes of Reduction of Sick Leave Only

C and S basis: Includes the summer period and the academic year. One leave report is issued for the three summer months.

A and H basis: July 1 – June 30

Return of Missing Leave Reports

Missing leave reports for the prior fiscal year must be returned by August 15 to avoid the sick leave reduction.

Absolute Deadline

If there is a sick leave reduction, the employee can complete a missing leave report up until November 15 to clear the reduction. After that, there is a lock on the system that will prevent entry of missing reports.

4. CLEANUP OF MISSING REPORTS FOR FY8.

THIS IS A ONE-TIME EXERCISE, IT WILL NOT OCCUR EACH YEAR.

A file will be produced after the March Unclassified payroll calculation identifying all employees who have missing leave reports during FY 8. The population for the missing leave reports will be only those employees who are paid on the march unclassified payroll. The reports will in the new format and should be completed, signed, and returned to Campus Representative as soon as possible to avoid sick leave reduction in August. It would be helpful to obtain as many missing reports as possible prior to the April implementation. See UCLA Implementation Distribution Details document for more information.

Zipped SFTP file with the PDF documents containing the employees' missing leave reports per employee

A Master List [via SFTP file] containing the names of employees and their SSN, Person ID and UDDS. File label = UCLA MISSING LIST

Expected transmission date = March 25, 2008

5. INSTITUTION/CAMPUS RESPONSIBILITY - STATEMENT AND REPORT DELIVERY TO THE EMPLOYEE

File Distribution from Service Center to the Institutions/Campuses

The employee leave statement and report will be produced the evening of the unclassified payroll calculation and sent to each Institution/Campus via secure FTP file containing a PDF document (leave statement, leave report and any missing leave reports).

The naming convention of each PDF document will contain the employee's person ID number. See the "Technical Document" for details.

The employee leave statement will be a separate page from the leave report within the employee's PDF document. Employees having

multiple appointments within the same Institution/Campus will receive one PDF document containing several pages - one leave statement and one leave report form for each active appointment.

Each Institution/Campus will continue to receive a PDF document for any inactive appointments within any given fiscal year. Terminated employees will not be included.

An employee having multiple appointments that cross over to different Institutions/Campuses will each receive a PDF document from each Institution/Campus.

Secure FTP File with Person ID # and Social Security #

Each Institution/Campus may need the employee's social security number in order to select the employee's email address from their local data base to find a common match.

A file containing both the employee's person ID # and social security number via a secure FTP will be sent to each Institution/Campus at the same time the file of PDF documents are sent. This file is call the "Master" file.

Institution/Campus Delivery Process

Institutions/Campuses will need a delivery process for individuals who do not have an active email address on file.

Each Institution/Campus has the responsibility of sending the PDF document to its employees.

Another Institution/Campus distribution option is the use of their local portal. The type of delivery method is not as important as getting the information to the employees and the employees completing and returning the leave report in a timely and accurate manner.

Standard Email to Accompany Employee PDF Leave Document

A general email should accompany each employee's PDF document. The email should contain the message that the document includes the monthly leave statement and report and the importance of the employee to print the report form, complete, sign and return to his/her supervisor no later than the 5th of the month following receipt of the report. The message should also reflect the PDF document will contain any missing reports from previous pay periods.

Missing Leave Reports

Each monthly employee PDF document will contain any missing leave reports from prior pay periods within a given fiscal year.

Each missing leave report will be personalized with the employee's information and the specific pay period.

6. UCLA TRANSACTIONS

Identification of Leave reported for any Time for Which Sick Leave Could Have Been Used. If YES is checked on the Leave Report to indicate the employee reported vacation, personal holiday, floating holiday, or ALRA for any time for which sick leave could have been used, enter this on the UCLA Usage and Departmental Leave Entry Screens. The entry field is labeled: ***Could have used Sk Lv***

The UCLA system will not identify the leave type hours used in place of sick leave.

Inactivate Colleague Coverage Leave Reporting

The Colleague Coverage field will be removed from the usage screens.

Catastrophic Leave

Donated Leave is entered to the donor record via the Special Processing screen.

Received leave is entered to the recipient record via the Earned screen.

Catastrophic Leave used by the recipient is entered via the Used screen.

7. SICK LEAVE REDUCTION

Reduction will occur on August 15 of each year and will be reflected on the September 1 leave statement for Annual and Hourly basis and the October 1 leave statement for Academic Year basis.

Absolute Deadline

If there is a sick leave reduction the employee can complete a missing leave report up until November 15 to clear the reduction. After that, there is a lock on the system that will prevent entry of missing reports.

8. IMPLEMENTATION DATES

- **Missing Leave Reports for FY8** – Produced the night of the March Unclassified Payroll Calc (March 25, 2008).
- **New Leave Statements, New Leave Reports and Missing Leave Reports** – April Unclassified Payroll Calc (April 23, 2008).