

Use this task to review your leave balances in UCPath. This example includes vacation and sabbatical leave.

**Dashboard Navigation:**

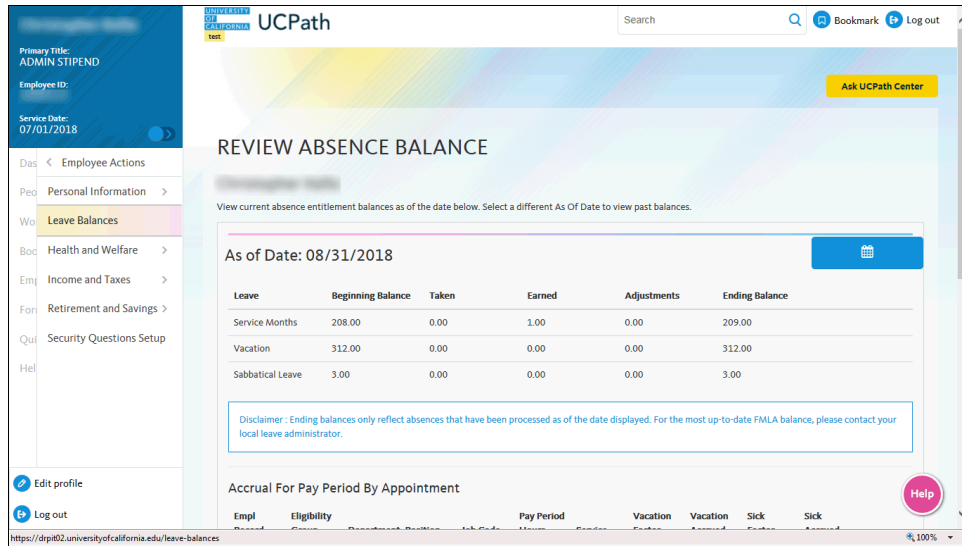
If you have vacation or sick leave balances, your current balances appear in the **View Leave Balances** widget.

or

**Menu Navigation:**

Employee Actions > **Leave Balances**

**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	<p>Use the <b>Review Absence Balance</b> page to review your leave balances.</p> <p>Leave balances for monthly employees are updated at the end of the pay period following the month you took or earned the leave. For example, leave taken in November is updated in your November total during the processing at the end of December.</p> <p>Leave balances for biweekly employees are updated in the pay period in which you took or earned the leave. For example, leave taken in the first half of November is updated during the processing for the first half of November.</p>
2.	<p>The <b>As of Date</b> defaults to the most recent pay period end date. Balances are based on this date.</p>

Step	Action
3.	<p>The balances section displays beginning balances, leave activity and ending balances for the pay period.</p> <p>It also displays the maximum leave accrual balances allowed, if applicable. This example does not show any maximum amounts.</p> <p>Sabbatical credits do not appear on this page until they are a whole number.</p>
4.	The <b>Approaching Max</b> column appears and displays a <b>Y</b> when certain leave accruals have reached their accrual maximum. This example does not show the <b>Approaching Max</b> column.
5.	Service months also appear in this section. Service months are for leave accrual processing purposes, not retirement service credit purposes.
6.	Click the scroll bar.

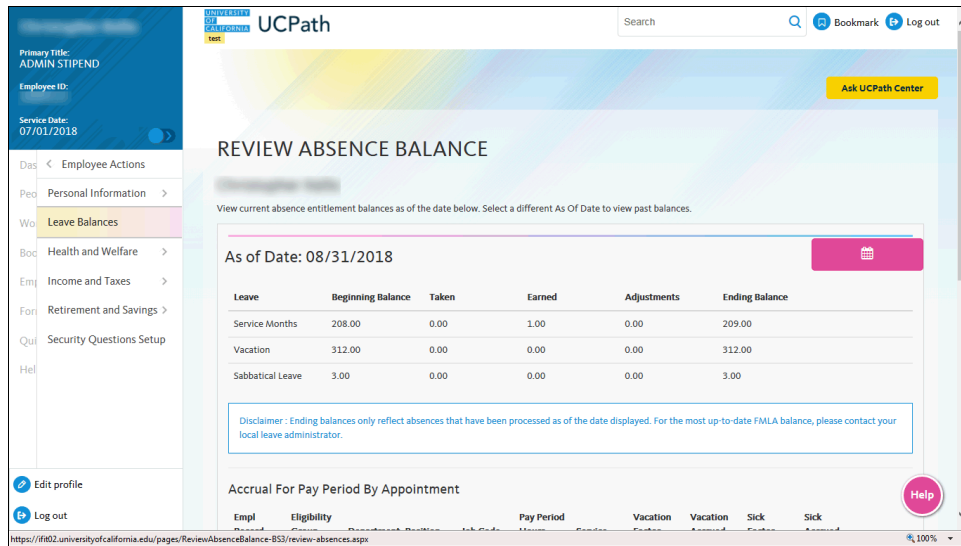
**Accrual For Pay Period By Appointment**

Empl Record	Eligibility Group	Department	Position	Job Code	Pay Period Hours	Service	Vacation Factor	Vacation Accrued	Sick Factor	Sick Accrued
0	ACAYSABB	Cognitive Science	PROF-AY	PROF-AY	92.00	Y	0.000000	0.000000	0.000000	0.000000
1	UCNONE	Graduate Division	ASSOC DEAN	ASSOC DEAN	92.00	Y	0.000000	0.000000	0.000000	0.000000
3	ACAYNFA	Cognitive Science	RES-AY-1/9	RES-AY-1/9	0.00	Y	0.000000	0.000000	0.000000	0.000000
4	ACAYNFA	Cognitive Science	RES-AY-1/9	RES-AY-1/9	0.00	Y	0.000000	0.000000	Sick Factor	0.000000
5	ACFYNSF	Graduate Division	ADMIN STIPEND	ADMIN STIPEND	0.00	Y	0.000000	0.000000	0.000000	0.000000

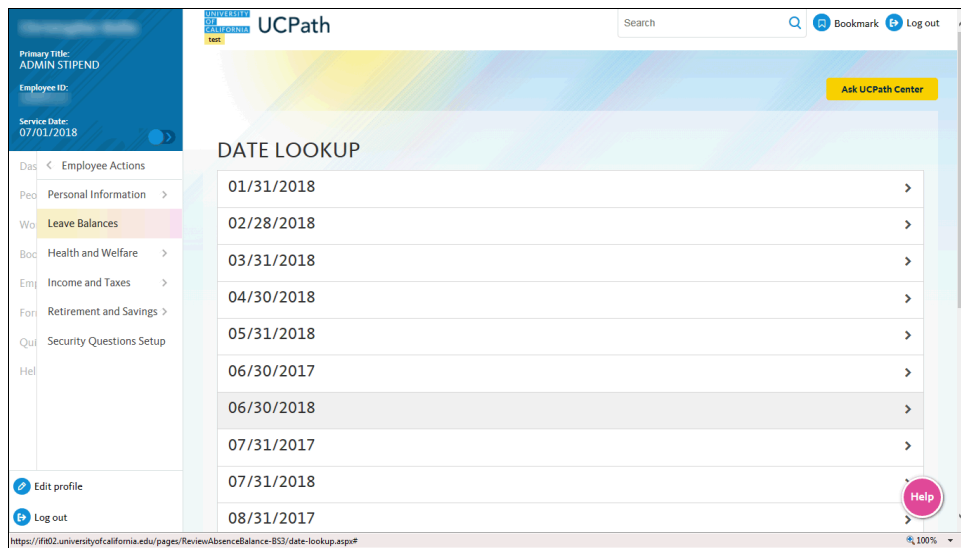
Disclaimer: A month of qualifying service is earned when you are on pay status for at least half the number of working hours in the month or the quadriweekly cycle.

Current Balance  
Personalize | Find | | First 1-3 of 3 Last

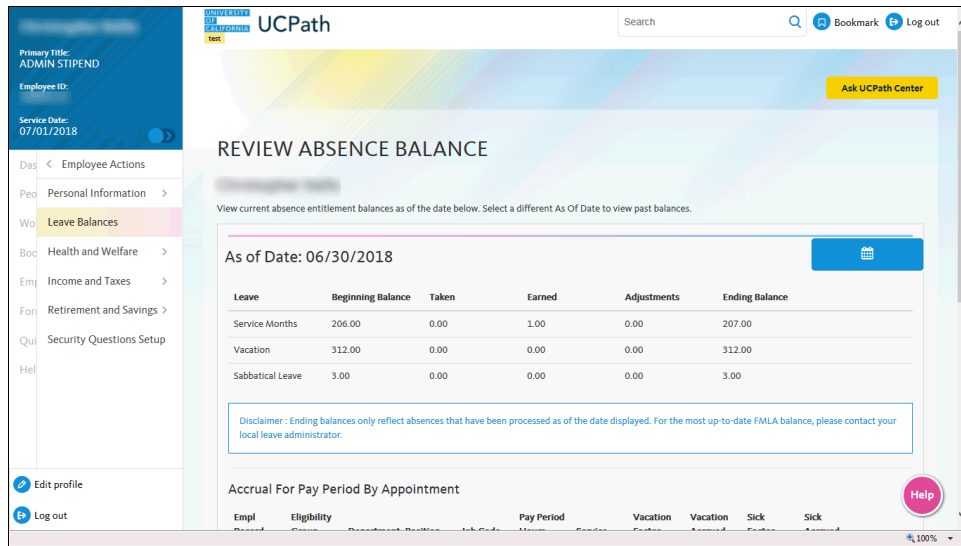
Step	Action
7.	The <b>Accrual For Pay Period By Appointment</b> section displays accrual factors based on appointment eligibility rules. If you have more than one job (appointment) with UC, multiple rows appear in this section. In this example the employee has five appointments as of this pay period end date.
8.	<p>For academic employees, as seen in this example, the earned amounts in the balance section at the top of the page are based on the number of vacation/sick eligible hours worked in a period and the total number of period hours for each assignment.</p> <p>For staff employees the earned amounts equal the <b>Pay Period Hours</b> times the leave type <b>Factor</b> in the <b>Accrual For Pay Period By Appointment</b> section. The <b>Factor</b> is based on your union code, employee class and service credits.</p>
9.	Click the scroll bar.



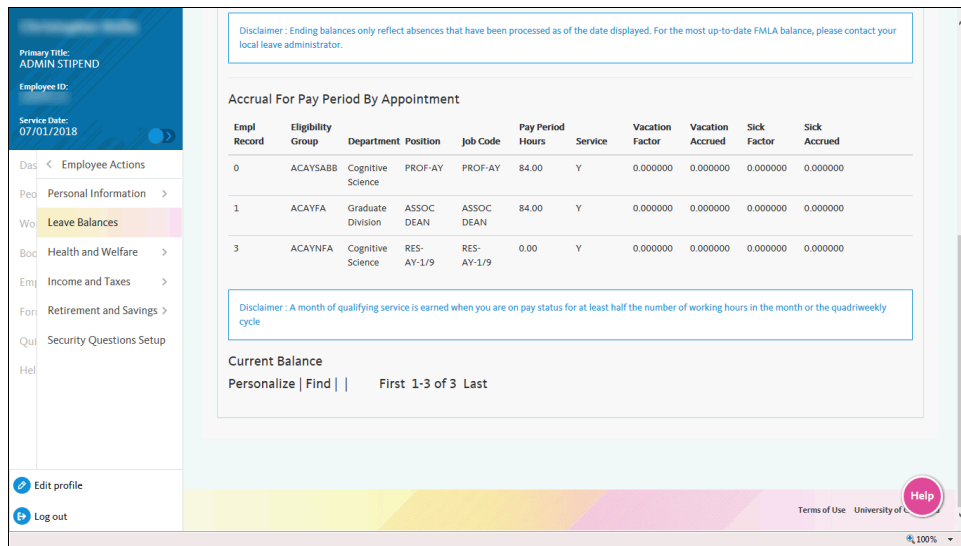
Step	Action
10.	To view your leave balances as of a different pay period end date, click the <b>Change Date</b> button.



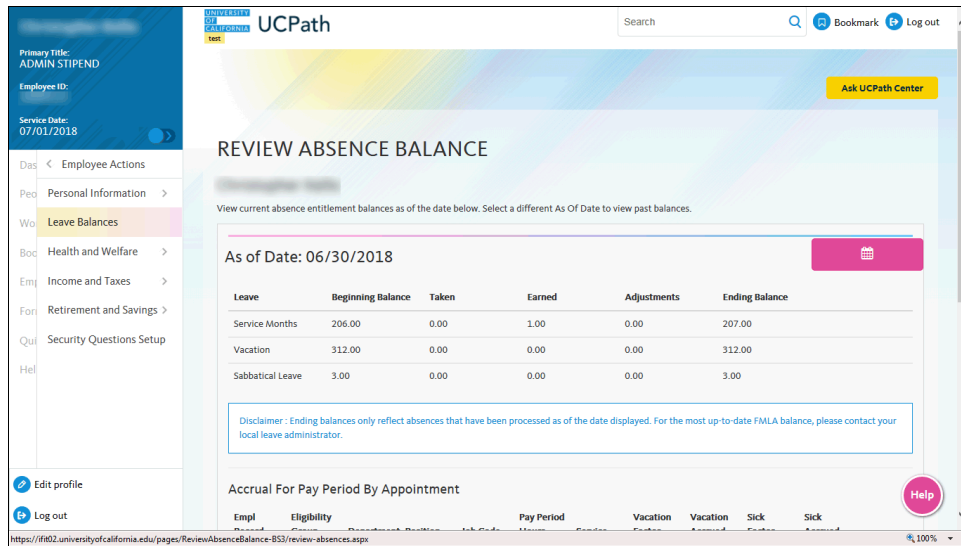
Step	Action
11.	A list of pay period end dates appears. Select the pay period for which you want to review your balances.  For this example, click the <b>06/30/2018</b> link.




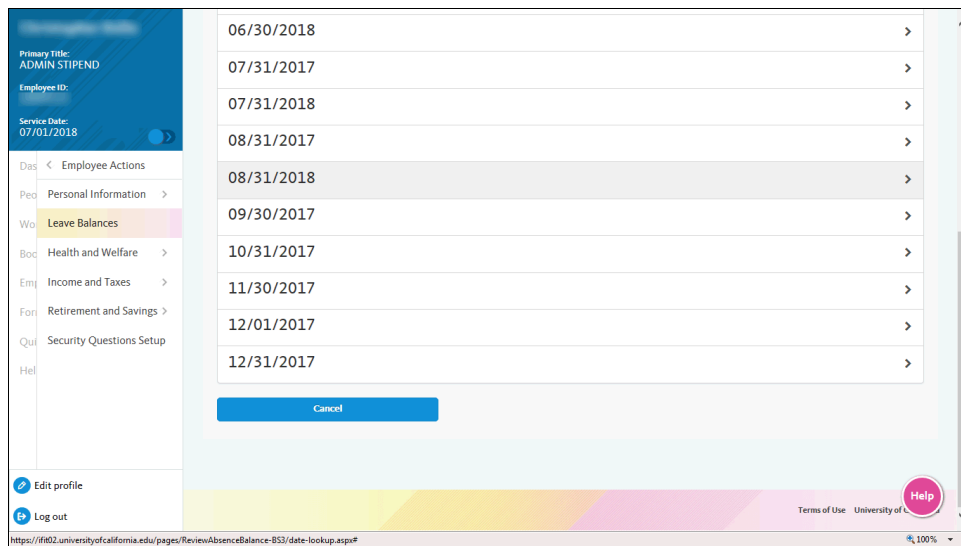
Step	Action
12.	Review your balances for the selected pay period end date.
13.	Click the scroll bar.



Step	Action
14.	Notice that there are only three UC appointment rows for the employee for this pay period end date.
15.	Click the scroll bar.



Step	Action
16.	<p>Return to the most current pay period end date.</p> <p>Click the <b>Change Date</b> button.</p> 



Step	Action
17.	For this example, click the <b>08/31/2018</b> link.
18.	You have reviewed your leave balances in UCPath online. <b>End of Procedure.</b>

