COVID-19 Related Paid Administrative Leave for Academic Appointees without Time Reporting System (TRS) Entry: Guidance for Supervisors

The purpose of this document is to outline how Academic Personnel will submit transactions for employees without a TRS system. This process is to be used for both single and mass transactions.

- Employee will not require an Extended Absence request or change to their status in UCPath for COVID-19-related Paid Administrative Leave.

- Two new earn codes have been created and can be utilized effective 3/1/2020.
  - Paid Administrative Leave must be used by December 31, 2020 – after that date, Paid Administrative Leave will no longer be available.
    - Earn code RGC is to be used for the REG Paid Leave-Salaried employees.
    - Earn code RVN is REG Paid Leave-Non-Exempt employees.

- Submission of hours
  - Manage Accruals (E-084) can be used to submit individual transactions or mass upload. *

  *See job aid UCPC_PHCMABML201JA_COVID_19_CompletingtheTextFileTemplate_D2Rev00.pdf for specific instructions.

- Employees will not see a balance for administrative leave.
  - Reports will be created to allow locations to track the usage of the 128 hours.
  - For hourly appointees, the total number of hours available will need to be prorated to reflect the appointment percentage.
  - Paid Administrative Leave can be taken intermittently, and for exempt academic employees is recorded in whole days.