

## 5.12 STUDENT LEAVE ACCRUAL CODING

### Overview

The procedures and explanation described in this section are to offer guidance in casual/restricted student employee leave accrual coding.

### Policy Summary

From the [UC Personnel Policies for UC Staff Members, Section 3, Types of Appointment](#):

**“Casual/Restricted” Position.** A casual/restricted position is a position which is reserved for a regular student of the University of California. A position retains the designation casual/restricted regardless of the percent of full time or the duration of the appointment.”

Casual/restricted (reserved for a regular student), appointments by UCSC and Career Center policy are set-up and maintained at less than 50% of full-time for less than a year.

### Sick-Leave

(Student) Employees must be on pay status at least one-half of the working hours of a month to accrue sick leave for that period.

Student Employees can work over 20 hours per week during summer and quarter break at which time they would begin to accumulate sick-leave proportionate to hours worked for the calendar month. These sick-leave hours are available to be used (according to PPSM) the month following accrual.

Because student employees are able to *occasionally* accumulate sick-leave, all student casual/restricted appointments are coded “F” in the leave-accrual section. This “F” code allows the PPS to

automatically accrue sick-leave, based on hours worked, (not appointment percentages) in all eligible appointments, for student employees.

### Vacation-Leave

From the [UC Personnel Policies for UC Staff Members, Section 41 Vacation](#):

“The University provides vacation for rest, relaxation, and renewal to career employees and casual employees who are appointed at 50 percent or more of full time for six or more months. An employee who is not eligible to earn vacation because of a part-time or short-term appointment becomes eligible to earn vacation after six continuous months or quadriweekly cycles on pay status at 50 percent or more.”

Notice the word “appointed”; student employees do not normally begin to earn vacation-leave unless they are **appointed** at 50% of full-time *for more than six months*.

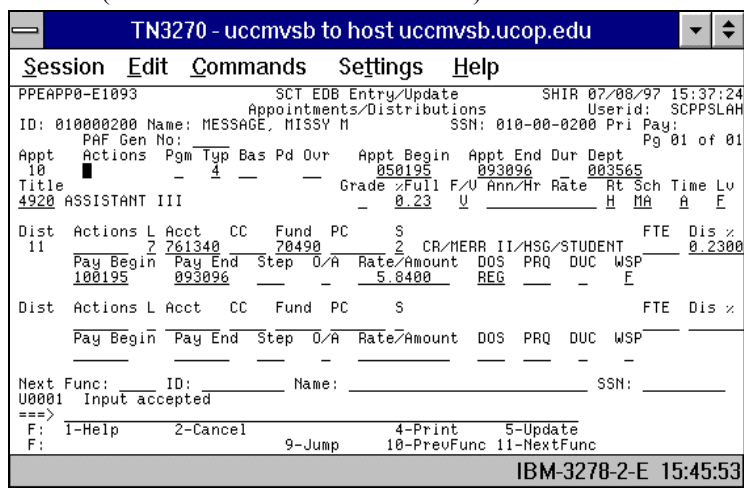
If a student employee *actually works* over 50% of full-time for more than six months (in an appointment percentage below 50% in PPS) they are only “eligible” to accrue vacation *after* reporting six continuous months of over 50% of full-time hours. As with the students who are **appointed** at 50%, they *do not* accrue vacation retroactive to the first month they worked over 50%.

It's important to remember that student employees will extremely rarely, if ever, earn vacation leave in a casual/restricted, student employee appointment! If a student employee is ever appointed at a total of *over* 50% of full-time, 8.95% of gross is immediately deducted for H/M status (Safe Harbor: 7.5% DCP + 1.45% for Medicare).

### Appointment Leave Accrual Coding for Student Employee Appointments

Leave/Accrual codes	Enter "F" for all student employee leave accrual codes.  <b>Note:</b> <b>(BYA appointments should be "N"):</b>
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#### THE EAPP (APPOINTMENTS & DISTRIBUTIONS) FUNCTION



## Review

For whatever action you are completing, You should have an "F" in the appointment accrual code for all student employees.

Press **Enter** to invoke range/value edits.

## Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation screen.

## Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

## How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the last data entry screen, make any corrections, then do one of the following:
  - Press **F5 Update** to invoke PAN.
  - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) for more information and instructions.

## PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

## Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

You may now start another appointment or distribution level action.

## Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- There are no forms to forward outside the service center.