

Timecard Entries – Tips for Reporting Employee Leaves

Non-Exempt and Exempt (BW)

1. Intermittent Leaves: Enter the corresponding FMLA leave codes (i.e., FMLA sick, FMLA vacation, FMLA no pay) on the timesheets. There must be a corresponding Extended Absence (EA) transaction submitted and approved in UCPATH for the hours to be processed and paid
2. Continuous Leaves: Approved LWOP (Leave Without Pay) hours must be recorded.
 - Non-exempt employees do not get paid unless they report regular work, vacation, sick or any pay eligible hours so when the timecard is blank then they don't receive their pay.
3. PFCB: Approved PFCB leave hours must be recorded in timecards. Be sure to report PFCB time for UC Holidays during the respective leave block.
 - TRS users must enter their PFCB hours. API users will have their PFCB hours entered by payroll.

Exempt (MO)

1. Intermittent Leaves: FMLA leave codes (i.e., FMLA sick, FMLA vacation, FMLA no pay) on their timesheets if the FMLA leave is recorded in UCPATH. Monthly, exempt employees can report less than one day increments during an approved FMLA period and only if the FMLA leave is recorded in UCPATH. There must be a corresponding Extended Absence (EA) transaction submitted and approved in UCPATH for the hours to be processed and paid.
2. Continuous Leave: As long as the unpaid LOA (LWOP) is entered into UCPATH, then these hours should **NOT** be entered on the TRS timesheets to avoid duplicate processing for a monthly, exempt employee. Only sick and vacation hours need to be recorded in TRS.
3. PFCB: As long as the Family Care & Bonding (PFCB) leave is entered into UCPATH, then these hours should **NOT** be entered on the timesheets to avoid duplicate processing for a monthly, exempt employee. Only sick and vacation hours need to be recorded.

Additional TRS resources can be found at: <https://www.accounting.uci.edu/payroll/trs/index.html>

TRS Job Aid: Reporting time for Paid Family Care and Bonding (PFCB):

<https://www.accounting.uci.edu/payroll/trs/guides/TRS%20Job%20Aid%20%20Reporting%20PFCB%20Time%20in%20TRS.pdf>

Employee to create/submit a past timesheet.

- Manage my Time
- Create past pay period timesheet
- Select from drop down, then choose CREATE.
- Once the timesheet has been created, the EE can ADD the daily time off hours, SAVE and SUBMIT.

 **Create Past/Future Timesheet**

Select a pay period or enter a date to create timesheet.

Select Pay Period:

OR

Enter a Date (mm/dd/yyyy):
