Job Aid: How UCPath Displays Leave Balances
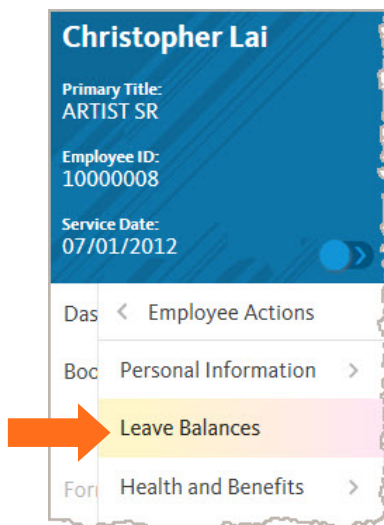
Q: I took leave time, but it isn't showing up when I view my leave balances in UCPath. Where is it?

A: In the old system, the leave you took in November was reported in December and appeared on your January leave statement. Now, UCPath displays your November leave in your November records.

Use one of the two following navigation options to view your current leave balances.
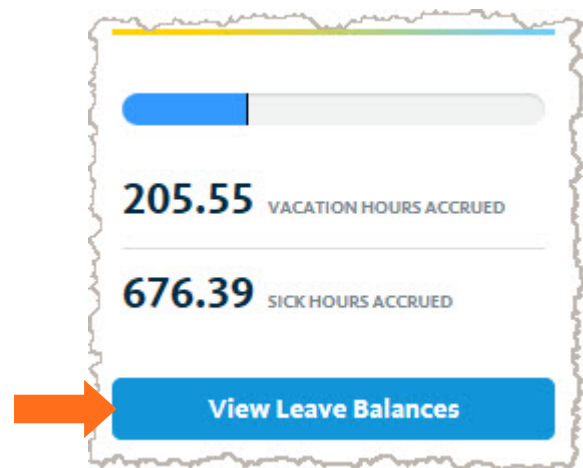
Menu Navigation:	**Dashboard Navigation:**
Employee Actions > Leave Balances	**View Leave Balances** widget

Continue to the next two pages to review monthly employee and biweekly employee examples.

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Leave Balances for a Monthly Employee

The example on this page demonstrates pay period end dates for a monthly employee.

Note: 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.

As of Date: 11/30/2015

Current Balance

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Service Months	47.00	0.00	1.00	0.00	48.00	0.00
Vacation	105.07	8.00	9.69	0.00	106.76	240.00
Sick	281.36	0.00	7.75	0.00	289.11	0.00

You took 8 hours of vacation leave and earned 9.69 hours of vacation leave in November 2015.

The ending balance for your 11/30/2015 statement was 106.76 hours, which is the beginning balance for your 12/31/2015 statement.

As of Date: 12/31/2015

Current Balance

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Service Months	48.00	0.00	1.00	0.00	49.00	0.00
Vacation	106.76	48.00	10.62	0.00	69.38	240.00
Sick	289.11	0.00	8.49	0.00	297.60	0.00

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Leave Balances for a Biweekly Employee

The example on this page demonstrates pay period end dates for a biweekly employee.

Note: 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 January is updated during that processing for the first half of January.

As of Date: 01/16/2016

Current Balance

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Service Months	174.00	0.00	1.00	0.00	175.00	0.00
Vacation	165.70	1.00	11.08	0.00	175.78	288.00
Sick	583.51	4.00	7.38	0.00	586.89	0.00

You took 4 hour of sick leave and earned 7.38 hours in the first pay period of January 2016.

Your sick leave ending balance for the 01/16/2016 statement was 586.89 hours, which is the beginning balance for your 01/30/2016 statement.

As of Date: 01/30/2016

Current Balance

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance	Accrual Max
Service Months	175.00	0.00	0.00	0.00	175.00	0.00
Vacation	175.78	5.00	0.00	0.00	170.78	288.00
Sick	586.89	3.00	0.00	0.00	583.89	0.00