

Service Request 80599

Union Business Leave Reporting

August 7, 2003
FINAL

modified 09/15/2003

1.0 Overview

The union business leave report will contain information on employees with union business leave earnings during a specified month. This report will be produced at campuses as needed.

2.0 Background

Under the current contracts between the University and AFSCME and UPTE, employees may be eligible to take paid leaves of absence for union business purposes. The union must then reimburse the University for the employee's salary and benefits overhead during the union business leave period.

In order to more accurately account for leave time and to facilitate the calculation of reimbursement charges, campuses have requested a payroll mechanism to record and report on employee union business leave. To this end, UCOP Payroll Coordination has already established a new Description of Service (DOS) code, 'UBL', for campuses to record union business leave hours. This approach was chosen over a Leave of Absence (LOA) Type Code, because campus administrators wanted the ability to track leave periods by the hour.

3.0 Report Details

For each employee with 'UBL' earnings during the specified month, the report should display the following based on data from the Payroll Audit Record (PAR):

- Employee Name (EDB 0105)
- Employee ID
- **Distribution Department Code (EDB 2061)**
- Full Accounting Unit (FAU)
- Title Unit Code (EDB 2029)
- Title Code (EDB 2006) associated with the UBL earnings
- Time H - pay period time in hours. For employees with an Appointment Rate Code (EDB 2015) of 'H' ('Hourly'), time should be displayed in this column, while the 'Time %' column should be blank, following the Payroll Audit Record model.
- Time % - pay period time as percent. For employees with an Appointment Rate Code (EDB 2015) of 'A' ('Annual') or 'B' ('By Agreement'), time should be displayed in this column. In addition, the time as percent should be converted to hours and displayed in the 'Time H' column, following the Payroll Audit Record model.
- Rate - hourly pay rate (to 4 decimal places) or the monthly pay rate (to 2 decimal places)
- **Pay Period End Date**
- UBL Gross - gross earnings where the Description of Service code = 'UBL'
- Overhead - 'UBL' gross earnings * .36
- Recharge - 'UBL' gross earnings + 'Overhead'

The report heading should specify the month and year of the report run. Please see the attached sample for preferred layout and formatting.

PPPXXXX/PPPXXXX
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
PAYROLL PROCESSING

PAGE NO. 1
RUN DATE XX/XX/XX

UNION BUSINESS LEAVE REPORT - APRIL 2003

EMPLOYEE NAME EMPLOYEE ID	DEPT	FAU	TUC	TITLE	TIME H	TIME %	RATE	UBL GROSS	OVERHEAD	RECHARGE	END DATE
AABLE, SHARON 000050041	404918	3404918CCCC19900PROJ331	TX	6107	35.00	0.2000	3200.00	640.00	230.40	870.40	04/30/03
	427701	3427701 63000	2 NX	9148	24.00		40.0000	960.00	345.60	1305.60	04/30/03
ABSENT, MARCUS 000050020	427701	3427701 63000	2 TX	6107	16.00		10.0000	160.00	57.60	217.60	04/30/03
AGES, TRUDY 000050069	404918	3404918CCCC19900PROJ331	TX	4031	20.00		15.0000	300.00	108.00	408.00	04/12/03
ALU, BOB 000050022	427701	3427701 63000	2 SX	5523	88.00	0.5000	4000.00	2000.00	720.00	2720.00	04/30/03
ANTE, PENNY 000050053	427701	3427701 63000	2 TX	6107	44.00	0.2500	3000.00	750.00	270.00	1020.00	04/30/03