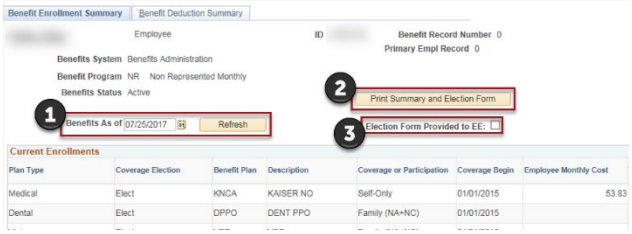
How to Process a Temporary Layoff in UCPath

Provide a copy of the Benefits Summary and the Election

The Benefits Summary shows current benefit rates for the employee. The employee will need to identify the benefits they want to continue while on leave. The employee must submit the form to UCPC via an Inquiry; UCPC will update the employee's benefits in UCPath.

Navigation: PeopleSoft Menu > Benefits > Review Employee Benefits > **Benefits Summary**

1. The **Benefits As of** date must be in a prior month in order to populate the summary page with costs.
2. Click the **Print Summary and Election Form** button and give the forms to the employee.
3. Click the **Election Form Provided to EE** check box after the forms are printed and given to the employee.



Enter an Extended Absence Request

Enter an extended absence request with the leave type **Temporary Layoff Unpaid leave** (TLF) to temporarily place an employee of layoff that does not exceed a cumulative total of four calendar months in a calendar year and for which there is a specific date to return to work.

Navigation: PeopleSoft Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Request Extended Absence**

1. Use the **New Extended Absence Request** section to enter an absence request for an employee. Each row is a separate absence request.

2. Start Date: Date the employee begins leave. This date becomes the effective date of the leave in **Job Data**.

10. Submit the absence request for approval. The request automatically routes to the appropriate local-level approver for review and approval.

3. Expected Return Date: Date the employee is expected to return to work. Review the **Expected Job End Date** in the **Job Data** component or **Workforce Job Summary** page before submitting to ensure the **Expected Return Date** for the leave is not beyond the **Expected Job End Date**. The employee's return from work date cannot be after the employees end date in Job Data.

4. Actual Return Date: Leave blank for the initial absence request. This field is completed after the employee returns to work.

5. Select **Temporary** Layoff from the **Leave** list of values.

6. Select **Unpaid** from the **Paid/ Unpaid** drop-

7. The **Last Date Worked** field is required for all extended leaves. Enter the last date the employee was physically at work. Date must be prior to the leave **Start Date** and is typically one day prior.

8. Enter **Notes** to record the history of actions taken on a request.

9. Save the absence request to update and submit the leave at a later time. You may want to save the request if you are waiting for documents or approvals (outside of UCPath), or when you need to attach documentation to the request prior to submitting. Access saved requests on the **Request Extended Absence** page)

This process is covered in the UCPath Absence Management instructor-led training. Additional information regarding is available for the employee from UCOP regarding temporary layoffs. Review the UCOP policy document for further details.