

## Job Aid: Pay for Family Care and Bonding - PFCB

### Overview:

UC's Council of Chancellors approved the recommendation for Pay for Family Care and Bonding (PFCB) to take effect July 1, 2021, allowing eligible UC faculty, other academic appointees, and staff to elect to use income replacement calculated at 70% of eligible earnings for up to eight workweeks per calendar year during a qualifying leave under the FMLA and/or CFRA.

To be eligible for PFCB, an employee must be on an approved block Family and Medical Leave taken for one of the qualifying reasons below, and the employee must be taking that leave in a block of a minimum of one workweek or more. Family and Medical Leaves that qualify for the PFCB option are those leaves taken under the FMLA and/or CFRA for parental bonding, to care for a family member with a serious health condition, for Military Caregiver Leave, or for Qualifying Exigency Leave.

### New Earn Codes:

Two new earn codes **PFL** (salaried) and **PFN** (hourly) have been created to support funding, tracking and reporting of PFCB usage. The earn codes are linked to Flag **Y** for FMLA, **B** for CFRA or **D** for FMLA/CFRA.

- ◆ Y – FMLA (Valid for all PFCB Leave if **B** and **D** are not available at the location)
- ◆ A – Currently not configured in UCPath for PFCB. Locations should not submit **A** flags.
- ◆ B – CFRA/PFCB
- ◆ D – FMLA/CFRA/PFCB

**Note:** UCPath will reject **PFL/PFN** earning transactions if there is no flag.

### Glossary of Terms

Term	Description
<b>PFCB</b>	Pay for Family Care and Bonding
<b>FMLA</b>	Family and Medical Leave Act
<b>FML</b>	Family and Medical Leave under FMLA, CFRA, PDLL, or a combination thereof
<b>CFRA</b>	California Family Rights Act
<b>PDLL</b>	Pregnancy Disability Leave Law

## Job Aid: Pay for Family Care and Bonding - PFCB

### About PFCB

Under Pay for Family Care and Bonding (PFCB), UC offers eligible employees an income replacement pay option (calculated at 70% of eligible earnings) for up to eight workweeks per calendar year when they are on an approved block Family and Medical Leave taken for one of the qualifying reasons.

Eligible earnings include an employee's base salary payable through the University. (See full definition of "eligible earnings" below for different employee types.)

### Employees Covered by PPSM

The [Absence from Work Policy](#) governs FML leaves and has been updated to address PFCB, which can be found in section III.D.2 Pay for Family Care and Bonding (PFCB).

#### Definition of Eligible Earnings for PPSM- Covered Employees:

Eligible earnings include an employee's base salary payable through the University. Eligible earnings do not include (if applicable): bonuses, perquisites, overtime pay, administrative stipends, shift differentials, uniform allowances, certification pay, specialty pay, emergency response pay, charge differentials, on-call differentials, or any pay that is received in addition to that of the employee's regular appointment, including "by agreement" payments and any other additional cash compensation received that is more than 100 percent of the base salary of the full-time equivalent of the employee's regular position. However, if the employee's only appointment is a "by agreement" appointment, and the employee meets all other PFCB eligibility criteria, those earnings are considered eligible earnings.

**Note:** For employees with active recurring additional pay, location transactors should stop additional pay prior to the employee going on leave.

### Academic Appointees Covered by APM

#### Definition of Eligible Earnings for APM- Covered Academic Appointees:

Eligible earnings include an appointee's base salary payable through the University. Base salary includes on-scale, off-scale, and above-scale, and X and X-prime (X') components for Health Sciences Compensation Plan (HSCP) participants. Eligible earnings do not include pay that is received in addition to the appointee's regular appointment such as "by agreement" payments, administrative stipends, honoraria, compensation for extension teaching, summer session teaching, any negotiated Y and Z payments for HSCP participants, and any other cash compensation received that exceeds 100% of the base salary of the full-time equivalent of the appointee's eligible appointment(s). However, if the appointee's only appointment is for extension or summer session teaching or is a "by agreement" appointment, and the appointee meets all other PFCB eligibility criteria, those earnings are considered eligible earnings.

#### Represented Employees:

For represented employees covered by a collective bargaining agreement- Eligible earnings are defined in the applicable side letter for each bargaining unit. If there is no side letter, that bargaining unit opted not to participate in the PFCB program. All collective bargaining agreements and associated PFCB side letters are available on UCNet. <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html>

## Job Aid: Pay for Family Care and Bonding - PFCB

### Non- Represented Academic Appointees:

The Academic Personnel Manual governs FML leaves. A section is being added to APM – 715 **Leaves of Absence/Family and Medical leave** and APM 760 **Family Accommodations for Childbearing and Childrearing** to address PFCB.

### Health Compensation Plans (HSCP):

For participants in the Health Sciences Compensation Plan (HSCP), PFCB interacts with pay options available under the participant's specific School HSCP Implementing Procedures and/or department specific procedures as follows:

- ◆ If an academic appointee is taking a family and medical leave that would qualify for the PFCB option and there is no HSCP pay option available for that leave, the appointee will have the option to use PFCB for that leave.
- ◆ If an academic appointee is taking a family and medical leave that qualifies for the PFCB option and also an HSCP pay option and they would receive more pay with the PFCB option, PFCB will be the option available to the appointee for that leave. If the appointee elects to use that PFCB option for the leave, the appointee's PFCB entitlement would be decremented, and their HSCP entitlement would also be decremented.
- ◆ If an academic appointee is taking a family and medical leave that qualifies for the PFCB option and also an HSCP pay option and they would receive more pay with the HSCP option, HSCP will be the option available to the appointee for that leave. If the appointee elects to use that HSCP option for the leave, the appointee's HSCP entitlement would be decremented, and their PFCB entitlement would also be decremented.
- ◆ If an academic appointee is using an HSCP pay option during an intermittent or reduced schedule family and medical leave that would qualify for PFCB if taken in a block of one workweek or more, the appointee's HSCP entitlement would be decremented, and their PFCB entitlement would also be decremented.

### Represented Employees:

The article regarding leaves of absence in the applicable collective bargaining agreement governs FML leaves. See list of unions participating in PFCB. Unions participating in PFCB have signed a side letter that modifies the FML section of that article to address PFCB.

### Ineligible Academic Employees:

PFCB is available to employees who do not already have more generous pay options.

The following academic appointees are not eligible to participate in the Pay for Family Care and Bonding pay option because they already have more generous pay options available to them:

- ◆ Academic Student Employees (**BX**) represented by the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW)
- ◆ Postdoctoral Scholars (**PX**) represented by the UAW
- ◆ Interns and Residents represented by CIR-SEIU and the San Diego Association, including UCLA VA Residents who are formally covered by the M4 contract, effective July 1, 2021

## Job Aid: Pay for Family Care and Bonding - PFCB

- ◆ Graduate Student Researchers as they are provided more generous paid leave options that are the equivalent to the represented Academic Student Employees

Further details will be provided regarding the PFCB pay option in the Academic Personnel and Programs implementation toolkit.

### Use of Pay for Care and Bonding (PFCB)

PFCB may only be used for eligible block Family and Medical Leaves (FMLs) taken under the FMLA and/or CFRA for;

- ◆ Parental bonding (FMLA and/ or CFRA)
- ◆ To care for a family member with a serious health condition. (FMLA and/ or CFRA)
- ◆ Military Caregiver Leave. (FMLA)
- ◆ Qualifying Exigency Leave. (FMLA and/ or CFRA)

**Note:** PFCB is not an option available during any other type of leave.

- ◆ PFCB implemented July 1, 2021 across all UC locations.
- ◆ PFCB is paid at 70% of employee's eligible earnings.
- ◆ PFCB is available to all eligible policy covered staff and eligible non-represented academic appointees. It is also available to those represented employees whose bargaining unit's exclusive representative has signed a PFCB side letter modifying the applicable collective bargaining agreement.
- ◆ PFCB cannot be used during Supplemental Family and Medical Leave, which is only available to Policy Covered employees.
- ◆ PFCB is not available when an FML leave is taken on reduced schedule basis.
- ◆ PFCB may only be used during a qualifying Family and Medical Leave that is taken in a block of a minimum one workweek or more.
- ◆ PFCB is considered taxable wages.
- ◆ PFCB Absence management accruals will be calculated at 70% they would have earned in their regular and normal appointment.
  - ◆ For Academic Appointees Covered by APM: Because an appointee is paid 70 percent of eligible earnings when receiving PFCB, sick accruals (see APM - 710-18), and vacation accruals (see APM - 730-20-f) are calculated as if the appointee is on pay status for 70 percent of their normal work effort. For accrual of sabbatical leave credit during PFCB, see APM 715-42.
  - ◆ For policy-covered staff employees, per Section III.B.2 of the Absence from Work policy, an employee accrues vacation leave based on type of appointment, years of qualifying service, and hours on pay status. Per Section III.C.2 of the Absence from Work policy, an employee accrues sick leave based on hours on pay status. A full-time career employee on an approved leave without pay accrues full sick leave credits for the month or quadriweekly cycle if the employee is on pay status at least one-half the working hours of the month or quadriweekly cycle.
- ◆ An employee's normal deductions will be taken from PFCB.

## Job Aid: Pay for Family Care and Bonding - PFCB

- ◆ If an employee's qualifying Family and Medical Leave ends before an employee has used the full eight workweeks of PFCB, the remaining PFCB is available to use during a qualifying Family and Medical Leave block leave later in the calendar year.
- ◆ If an employee elects to use PFCB for an approved qualifying Family and Medical Leave block leave, they must continue to use PFCB until they either exhaust their full eight workweeks of PFCB for the calendar year, or that qualifying Family and Medical Leave block leave ends.
- ◆ If an employee starts out by using paid leave accruals (vacation, sick, PTO, CTO), for an approved qualifying Family and Medical Leave they can change to PFCB at any point during the leave so long as they comply with all requirements for PFCB.
- ◆ Employees on ERIT will receive 70% of pre ERIT eligible earnings, meaning they would go off ERIT if opting for PFCB and when employee returns from leave, they go back on ERIT.
- ◆ PFCB cannot be used retroactively for any Family and Medical Leave prior to July 1, 2021, but PFCB may be used for a qualifying Family and Medical Leave in progress on or after July 1, 2021.
- ◆ Employees cannot "top off" PFCB with accrued leave or other available pay options in order to receive 100% of salary. (For example, when an employee is receiving PFCB, the employee cannot use paid leave accruals (vacation, sick leave, PTO, CTO) or any other type of paid leave at the same time.)
- ◆ For an employee holding an appointment with a definite end date, Family and Medical Leave may not be approved beyond the end date of the appointment; therefore, the PFCB option is not available beyond the end date of that appointment.
- ◆ UCRP members and UC Defined Contribution Plan Savings Choice participants using PFCB will receive 70% of the Retirement Service Credit they would have earned in their regular and normal appointment or normal work effort for APM-covered academic appointees.
- ◆ Health and welfare benefits deductions will be taken from PFCB in accordance with the employee's benefit elections. Receiving PFCB does not, in itself, affect benefits status or eligibility. However, benefits regulations affecting return to pay status after a leave without pay will apply if an employee returns to pay status by receiving PFCB.



## Job Aid: Pay for Family Care and Bonding - PFCB

### PFCB Example Scenario

- ◆ Parental bonding leave for a non-birth parent.

Elizabeth and Elizabeth's partner are adopting a newborn and Elizabeth is eligible for parental bonding leave under FMLA/CFRA. Elizabeth has decided to take bonding leave in increments of two weeks at a time, for six months beginning in July. Elizabeth will be working in between the parental bonding leave segments.

#### Leave timeline:

- ◆ July: 2 weeks of FMLA/CFRA using PFCB to receive 70% of eligible earnings.
- ◆ August: 2 weeks of FMLA/CFRA using PFCB to receive 70% of eligible earnings.
- ◆ September: 2 weeks of FMLA/CFRA using PFCB to receive 70% of eligible earnings.
- ◆ October: 2 weeks of FMLA/CFRA using PFCB to receive 70% of eligible earnings.
- ◆ November: 2 weeks of FMLA/CFRA using accrued sick leave to receive normal pay.
- ◆ December: 2 weeks of FMLA/CFRA opting to take it unpaid.

### New FMLA/CFRA/PDLL Leave types in drop down

**Note:** PDLL leave is not eligible for PFCB

- ◆ Family Care- CFRA-PFCB
- ◆ Family Care- FMLA-PFCB
- ◆ Family Care-FMLA/CFRA-PFCB
- ◆ Military Caregiver-FMLA-PFCB
- ◆ Parental Bonding-CFRA-PFCB
- ◆ Parental Bonding-FMLA-PFCB
- ◆ Parental Bonding-FMLA/CFRA-PFCB
- ◆ Qualifying Exi-FMLA-PFCB
- ◆ Qualifying Exi-CFRA-PFCB
- ◆ Qualifying Exi-CFRA/FMLA-PFCB

### Instructions on How to Submit for PFCB

Use this guidance to submit for Pay for Family Care and Bonding (PFCB) for a qualified and approved Family and Medical Leave under FMLA and/or CFRA in UCPath.

Locations should review the **Expected Job End Date** (in the **Job Data** component or **Workforce Job Summary** page) prior to submitting a leave to ensure the **Expected Return Date** for the leave is not beyond the **Expected Job End Date**.

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

## Job Aid: Pay for Family Care and Bonding - PFCB

The example demonstrates the entry of a **Parental Bonding/ Parental Bond-FMLA/CFRA-PFCB** leave with PFCB Pay option for a Biweekly hourly paid employee.

Use the **Extended Absence Summary** section to review the existing leave requests for the employee. This section stores up to two years of leave requests and displays three leaves at a time. Use the grid navigation buttons to view additional leaves. Use the tabs to view additional information related to the leave.

Review the **FMLA/CFRA Eligibility Hours**. UCPath system automatically selects the **Eligible for FMLA** and **Eligible for CFRA** check boxes if the employee is eligible for FMLA and/or CFRA. Location is responsible to Override Eligibility (FMLA or CFRA) as applicable.

Review the **FMLA/CFRA/PDLL Balances & Takes** section

### Biweekly Hourly

Create an Extended Absence using the guidelines below. Each numbered item above corresponds with information provided below for each section.

1. Enter: **Start Date** (For example **7/09/2021**)
2. Enter: **Expected Return Date** (For example **8/06/2021**)
3. Enter: **Actual Return Date** when employee physically returns to work  
**Note:** PFCB must be submitted in a block of a minimum one workweek or more. Academic Year (AY) employees will need the **Pay Period Begin and End Date** included on the leave transaction.
4. Select: **Leave** choose leave type with an asterisk which can be used (For example, **Parental Bonding**)
5. Select: **FMLA/CFRA/PDLL Leave** select a type appended with PFCB (For example, **Parental Bonding-FMLA/CFRA-PFCB**)
6. Select: **Paid/Unpaid** select **Paid-Block** (PFCB should always be **Paid-Block**)
7. Enter: **Last Date Worked** (For example **7/08/2021**)
8. Enter: **Notes** a note is required for every leave request including special handling of HSCP and NSTP compensations plans. Refer to HSCP scenario provided below.

**Note:** These type of leaves must be submitted in a block of a minimum one workweek or more and employee cannot use paid leave accruals (vacation, sick leave, PTO, CTO) or any other type of paid leave at the same time.

## Job Aid: Pay for Family Care and Bonding - PFCB

### Example of a Note Entered

Click the **Notes** link and click in the **Requester Notes** field to enter a note.

Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit		
Paid-Block			Notes	Save	Submit	-	+

**Notes** are required for every leave request and are important for special handling.

**Request History** Personalize |

Status	Name	Date	Notes
			<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>Notes Employee is eligible for PFCB on Parental Bonding-FMLA/CFRA-PFCB for 7/9/2021-8/06/2021</p> </div>

OK Cancel

Use section to enter **Notes**.

For this example, the note entered is “**Employee is eligible for PFCB by option Parental Bonding-FMLA/CFRA PFCB for 7/9/2021-8/06/2021.**”

Once the initiator reviews the entered note, click **OK** button to return to **Request Extended Absence** leave request and click **Submit** button.

Personalize | Find | View All | | First 1 of 1 Last

Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit		
Paid-Block			Notes	Save	Submit	-	+

Click **Submit** button

A confirmation message will appear, and click **OK**.

**Message**

The Extended Absence Request was Submitted Successfully

OK

Message pop up click **OK**



## Job Aid: Pay for Family Care and Bonding - PFCB

The leave request is submitted for approval and appears at the top of the **Extended Absence Summary** section.

The screenshot shows the UCPath interface for an employee's Extended Absence Summary. The top section displays FMLA/CFRA Eligibility and Balances & Takes. Below this is the Extended Absence Summary table, which lists transactions with columns for Transaction Number, Start Date, Expected Return Date, Actual Return Date, Leave, FMLA/CFRA/PDLL Leave, Paid/Unpaid, Last Date Worked, FMLA/CFRA/PDLL Adjustment Hours, Workflow Status, and Notes. A callout points to the first row of this table, indicating that submitted leaves appear here. Below the summary is the Administer Extended Absence section, which includes a table with columns for Start Date, Expected Return Date, Actual Return Date, Leave, FMLA/CFRA/PDLL Leave, Paid/Unpaid, Action, Action Reason, Workflow Status, Last Date Worked, FMLA/CFRA/PDLL Adjustment Hours, and Notes. A callout points to the 'Submitted' status in the Workflow Status column of this table. A third callout points to a 'Pending' status in a 'UC UCOP AM Extended Stage' window, which shows a workflow diagram with 'Pending Multiple Approvers UC-AWE Approver 02' and 'Not Routed Multiple Approvers UC-AWE Approver 03'.

Extended Absence transactions route to Local AWE (Approval Workflow Engine) **UC AWE Approver02**, once approved locally, the transaction request routes to UCPATH **UC AWE Approver03** for entry into employee **Job Data** and final approval in **Administer Extended Absence**. Workflow Status updates to **Apprvl Prc**.

### Editing Existing Leave Dates

If the leave of absence needs to be edited or the employee needs to be returned from leave edit the existing dates.

Once employee Returns from Leave, edit the existing Approved **Extended Absence Request** to enter the **Actual Return Date**. AWE is triggered when leave transaction is edited and transaction will need to be Approved by location AWE prior to routing to UCPATH.

Extended Absence transactions routes to Local AWE (Approval Workflow Engine) **Approver02**, once Approved locally, the transaction request routes to UCPATH (Approver03) for entry into employee Job Data and final Approval in Administer Extended Absence, Workflow Status updates to **Apprvl Prc**.

Once a transaction is Approved by UCPATH (Approver03), **Workflow Status** updated to **Approved**.

Once employee is Returned from Leave, the JED is removed from the Return from Leave row and employee returns to Active pay status.

Dates (**Start Date**, **Expected Return Date**, **Actual Return Date** and **Last Date Worked**) for an approved existing leave can be edited and the changes would trigger AWE workflow. The leave request needs to be in approved status. For example, if approved leave has an **Expected Return Date** that changes from **7/30/2021** for employee returning to work on **8/2/2021**, locations can edit the **Expected Return Date** and **Actual Return Date** to reflect **8/2/2021**.

## Job Aid: Pay for Family Care and Bonding - PFCB

### How to Submit I-181 for Biweekly Hourly Employee

- Submit the appropriate I-181 with two lines per day of PFCB during the standard paycycle
  - PFN** should be used for the PFCB hours
    - This is code calculates at 70% EE eligible earnings, 5.6 hours of 8 work hours for 100% FTE
  - LPN** should be used for the remainder of the employee's work day
    - This is code calculates at 30%, or 2.4 hours out of 8 hours for 100% FTE
  - Submit required flag either (**Y** for all PFCB Leave types if **B** and **D** are not available at the location, **B** for CFRA or **D** for FMLA/CFRA)



Scenario #1.xlsm

LPN Hours displaying 2.40 hours  
PFN Hours displaying 5.60 hours

### Sample Paycheck Advice Statement for Hourly Employee

**Note:** Dates on sample paycheck may not align with time entered in above examples. The samples dates provided are for demonstration purposes only, to illustrate how **Hours And Earnings** will appear on paycheck advice.

		University of California 14350-1 Meridian Parkway Riverside, CA 92518 855/982-7284	Business Unit: UC Berkeley Campus Pay Begin Date: 05/02/2021 Pay End Date: 05/15/2021 Advice #: 00000000700000 Advice Date: 05/26/2021				
<b>HOURS AND EARNING section displaying pay for Hourly Employee.</b>		Employee ID: 14350-1 Department: CQADM-SPH Administration Location: Li Ka Shing Ctr-F05 Job Title: LAB ASST 2 Pay Rate: \$20.090000 Hourly	<b>TAX DATA:</b> Federal Single CA State Single Tax Status: Single Allowances: 0 Addl. Allowances: N/A Addl. Amount:				
<b>HOURS AND EARNINGS</b>							
			Current	YTD			
Description	Begin Date	End Date	Rate	Hours	Earnings	Hours	Earnings
Regular Pay	05/09/2021	05/15/2021	20.090000	40.00	803.60	784.00	15,750.56
Leave-No Pay Hourly	05/02/2021	05/08/2021	20.090000	12.00	241.10	12.00	241.10
Paid Family Care & B	05/02/2021	05/08/2021	20.090000	28.00	562.50	28.00	562.50
Consecutive Day Prem					58.00		582.64
Holiday-Regular Hour					56.00		1,125.04
Overtime Pay-Premium					130.00		1,306.11
Overtime Pay-Straight					130.00		2,611.70
<b>TOTAL:</b>				<b>80.00</b>	<b>1,366.10</b>	<b>1,198.00</b>	<b>21,938.55</b>
				<b>TAXES</b>			
Description				Current	YTD		
Fed Withholding				114.79	2,244.65		
Fed MED/EE				18.78	307.83		
Fed OASDI/EE				80.30	1,316.25		
CA Withholding				22.10	641.83		
<b>TOTAL:</b>				<b>235.97</b>	<b>4,510.56</b>		

## Job Aid: Pay for Family Care and Bonding - PFCB

**Biweekly Salary and Hourly** \*some locations have Biweekly exempt employees who receive hourly pay

Create an Extended Absence using the instructions on [how to submit for PFCB](#)

1. Select: **Leave** choose leave type with an asterisk which can be used for FMLA/CFRA/PDLL (For example, **FamilyIllness/Injury**)
2. Select: FMLA/CFRA/PDLL Leave select a type appended with PFCB (For example **Family Care-FMLA/CFRA-PFCB**)
3. Select: **Paid/Unpaid** select **Paid-Block** (PFCB should always be Paid-Block)
  - *If Positive Time* - submit the appropriate I-181 with two lines per day of PFCB during the standard paycycle
    - **PFN** should be used for the PFCB hours
      - This is 70% of EE eligible earnings, i.e. 5.6 hours out of 8 hours for 100% FTE
    - **LPN** should be used for the remainder of the employee's work day
      - This is 30% of EE eligible earnings, i.e. 2.4 hours out of 8 hours for 100% FTE
    - FMLA usage flag is required (**Y** for all PFCB Leave types if **B** and **D** are not available at the location, **B** for CFRA or **D** for FMLA/CFRA)
  - *If Exception Time* – do not use I-181; use Manage Accruals instead to report FMLA/CFRA takes. **Note:** Either use Manage Accruals or **FMLA/CFRA/PDLL Adjustment Hours** field in Extended Absence but, not both.
    - Create a Managed Accrual Adjustment Lump Sum
      - Absence Element for **FMLA** should have a **Y** FMLA/CFRA/PDLL usage flag
      - Absence Element for **CFRA** should have a **B** FMLA/CFRA/PDLL usage flag
      - If using both FMLA and CFRA then two rows must be entered
      - This should be approved by the Inbound file submission date/time on the paycycle schedule

**Monthly Salary** (exempt) – also may be used for Biweekly exempt if paid by Exception time (see above)

Create an Extended Absence using the instructions on [how to submit for PFCB](#)

The screenshot shows the 'Request Extended Absence' form in UCPath. The 'New Extended Absence Request' section is highlighted with a red box. The table below shows the data entered for a new request:

Transaction Number	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	*Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes
1	07/09/2021	08/06/2021		Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	07/08/2021	168	

1. Enter: **Start Date** (For example **7/09/2021**)
2. Enter: **Expected Return Date** (For example **8/06/2021**)
3. Enter: **Actual Return Date** when employee physically returns to work

## Job Aid: Pay for Family Care and Bonding - PFCB

**Note:** PFCB must be submitted in a block of a minimum one workweek or more. Academic Year (AY) employees will need the **Pay Period Begin** and **End Date** included on the leave transaction

4. Select: **Leave** choose leave type with an asterisk which can be used for FMLA/CFRA/PDLL (For example **Parental Bonding**)
5. Select: FMLA/CFRA/PDLL Leave select a type appended with PFCB (For example **Parental Bonding-CFRA-PFCB**)
6. Select: **Paid/Unpaid** select **Paid-Block** (PFCB should always be Paid-Block)
7. Enter: **Last Date Worked** (For example **7/08/2021**)
8. Enter: **FMLA/CFRA/PDLL Adjustment hours** as applicable (For example, **168.00**), should be full amount for leave duration to adjust the FML balances. This will decrement FML balances following applicable Post Confirm AM processing.
9. Enter: **Notes** a note is required for every leave request including special handling of HSCP and NSTP compensations plans. Refer to HSCP scenario provided below.

This should be approved by the Inbound file submission date/time on the paycycle schedule

**Note:** Do not resubmit the hours on I-181


**JED** (Job Earnings Distribution)

- UCPATH will use the PFCB Leave indicator and take ownership of adding the appropriate JED earning code and percentages to Job Data Earnings Distribution as applicable for Hourly and Salaried employees.

## Job Aid: Pay for Family Care and Bonding - PFCB

### Sample Paycheck Advice Statement for Monthly Employee

**Note:** Dates on sample paycheck may not align with time entered in above examples. The samples provided are for demonstration purposes to illustrate how **Hours And Earnings** will appear on paycheck advice.

	<b>University of California</b> 14350-1 Meridian Parkway Riverside, CA 92518 855/982-7284	Business Unit: UC Office of President Pay Begin Date: 05/01/2021 Pay End Date: 05/31/2021 Advice #: ***** Advice Date: 06/01/2021														
	Employee ID: ***** Department: 830300-UCPATH CENTER Location: UCPath Center Job Title: PAYROLL SUPV 2 Pay Rate: \$7,149.00 Monthly	<b>TAX DATA:</b> <table border="1"> <thead> <tr> <th></th> <th>Federal</th> <th>CA State</th> </tr> </thead> <tbody> <tr> <td>Tax Status:</td> <td>Single</td> <td>Single</td> </tr> <tr> <td>Allowances:</td> <td>N/A</td> <td>0</td> </tr> <tr> <td>Addl. Allowances:</td> <td>N/A</td> <td></td> </tr> <tr> <td>Addl. Amount:</td> <td></td> <td></td> </tr> </tbody> </table>		Federal	CA State	Tax Status:	Single	Single	Allowances:	N/A	0	Addl. Allowances:	N/A		Addl. Amount:	
	Federal	CA State														
Tax Status:	Single	Single														
Allowances:	N/A	0														
Addl. Allowances:	N/A															
Addl. Amount:																

HOURS AND EARNINGS								TAXES		
Description	Begin Date	End Date	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings	Description	Current	YTD
Regular Pay	05/01/2021	05/31/2021			340.43	736.00	30,169.07	Fed Withholding	417.26	2,078.60
Leave No Pay JED	05/01/2021	05/31/2021			2,042.57	48.00	2,042.57	Fed MED/EE	71.60	578.49
Paid Family Care & B	05/01/2021	05/31/2021			4,766.00	224.00	9,367.60	Fed OASDI/EE	306.16	2,473.53
Salary Reduction Pro	05/01/2021	05/31/2021			-54.76		-273.80	CA Withholding	173.58	884.72
Administrative Leave						8.00	328.69			
Time Off Recorded-IP										
Vacation Leave-Used						24.00	986.07			
<b>TOTAL:</b>				<b>0.00</b>	<b>5,051.67</b>	<b>1,048.00</b>	<b>40,577.63</b>	<b>TOTAL:</b>	<b>968.60</b>	<b>6,015.34</b>

HOURS AND EARNING section displaying pay for Monthly Employee.



## Job Aid: Pay for Family Care and Bonding - PFCB

### HSCP Scenario

- ◆ Academic Personnel and Programs will be issuing a PFCB guidance document that will address the coordination of HSCP pay options with PFCB that will include additional scenarios illustrating this coordination.

Professor Smith is an HCOMP faculty member who is taking seven weeks to care for the appointee's parent with a serious health condition. The department's comp plan provides for one week of caregiver leave. Professor Smith uses one week of caregiver leave afforded under the comp plan providing income replacement at x and x', that runs concurrently with FML. Professor Smith then applies six weeks of PFCB, providing income replacement calculated at 70% eligible earnings, to weeks two through seven of the appointee's FML.

- ◆ Week 1: FML under FMLA and CFRA. Applies pay option provided under school HSCP.
- ◆ Week 2- 7: FML under FMLA and CFRA. Applies PFCB pay option.

The screenshot displays the UCPath interface for requesting an extended absence. The top section shows the user's profile (ASST PROF-HCOMP) and FMLA/CFRA/PDLL balances and takes, all of which are at 'FULL' status. Below this is an 'Extended Absence Summary' table with columns for Transaction Number, Start Date, Expected Return Date, Actual Return Date, Leave, FMLA/CFRA/PDLL Leave, Paid/Unpaid, Last Date Worked, FMLA/CFRA/PDLL Adjustment Hours, Workflow Status, and Notes. The bottom section is a 'New Extended Absence Request' form with a table for entering requests. Two requests are shown: one for Family SHC-FMLA/CFRA and another for Family Care-FMLA/CFRA-PFCB. The PFCB request is set to 'Paid-Block' with a last date worked of 07/11/2021 and 240.00 adjustment hours.

Create an Extended Absence using the guidelines below.

1. Enter: **Start Date** (For example **7/12/2021**)
2. Enter: **Expected Return Date** (For example **7/19/2021**)
3. Select: **FMLA/CFRA/PDLL Leave** select a type appended with PFCB (For example **Family Care-FMLA/CFRA-PFCB**)
4. Select: **Paid/Unpaid** select **Paid-Block** (PFCB should always be Paid-Block)
5. Enter: **Last Date Worked** (For example, **7/11/2021**)
6. Enter: **FMLA/CFRA/PDLL Adjustment hours** as applicable, should be full amount for leave duration to adjust the FML balances. This will write decrement FML balances following applicable Post Confirm AM processing. (For example, for the **Request Extended Absence** transaction **7/19/2021 – 8/27/2021**, **240.00** hours, or six weeks were applied)
7. Enter: **Notes** a note is required for every leave request including special handling of HSCP and NSTP compensations plans.

**Note:** Appointee taking leave under qualifying FMLA and CFRA reason effective **07/12/2021-08/27/2021**. Applying one week paid under HSCP comp plan, effective **07/12/2021-07/19/2021**.



## Job Aid: Pay for Family Care and Bonding - PFCB

Example of a note entered for first leave submission pay option provided under school HSCP.

The screenshot shows a 'Request History' dialog box with a table and a notes field. The table has columns for Status, Name, Date, and Notes. Below the table, there is a 'Notes' field containing the following text: 'Appointee taking leave under qualifying FMLA and CFRA reason effective 07/12/2021-08/27/2021. Applying one week paid under HSCP comp plan, effective 07/12/2021-07/19/2021'. The dialog box also has 'OK' and 'Cancel' buttons at the bottom.

For weeks 2-7, enter new **Request Extended Absence** transaction for leave dates effective **7/19/21 - 8/27/21**, transaction to apply PFCB pay option. Enter **Note** to indicate any compensation rates that should be excluded from the 70 percent PFCB pay option calculation.

1. Enter: **Start Date** (For example **7/19/2021**)
2. Enter: **Expected Return Date** (For example **8/27/2021**)
3. Select: **FMLA/CFRA/PDLL Leave** select a type appended with PFCB (For example **Family Care-FMLA/CFRA-PFCB**)
4. Select: **Paid/Unpaid** select **Paid-Block** (PFCB should always be Paid-Block)
5. Enter: **Last Date Worked** (For example **7/11/2021**)
6. Enter: **Notes** a note is required for every leave request including special handling of HSCP and NSTP compensations plans.

Example of a note entered for the second leave to apply PFCB pay option. **Note:** Appointee is taking leave under qualifying FMLA and CFRA reason effective **07/12/2021-08/27/2021**.

The screenshot shows a 'Request History' dialog box with a table and a notes field. The table has columns for Status, Name, Date, and Notes. Below the table, there is a 'Notes' field containing the following text: 'Appointee taking leave under qualifying FMLA and CFRA reason effective 07/12/2021-08/27/2021. One week paid under HSCP comp plan, 07/12/2021-07/19/2021. Applying six weeks of PFCB Pay effective 07/19/2021-08/27/2021. Calculation for PFCB should not include UCHSN, comp rate, please remove UCHSN \$14,100.00 compensation rate from employee PFCB pay.' The dialog box also has 'OK' and 'Cancel' buttons at the bottom.

- ◆ One week paid under **HSCP comp plan, 07/12/2021-07/19/2021**.
- ◆ Applying six weeks of PFCB Pay option effective **07/19/2021-08/27/2021**.

Calculation for PFCB should not include UCHSN, comp rate, please remove UCHSN \$14,100.00 compensation rate from employee PFCB pay.

## Job Aid: Pay for Family Care and Bonding - PFCB

### Cognos Report

**R-082 PFCB Entitlement Report** - Use to determine variable-pay employee entitlements

**R-083 PFCB Usage Report** -Track PFCB eligible leaves using the PFCB Earn Codes (**PFL** and **PFN**)

The following NAV108 topics are available in UCPath > Help / FAQ > Location Users:



**Simulation Topic:** *Search for Cognos Report*

**Simulation Topic:** *Run Cognos Report*

**Simulation Topic:** *Search for Cognos Report*

**Job Aid Topic:** *Cognos Toolbars*

**Job Aid Topic:** *Cognos Browser Settings*

### R-082 PFBC Entitlement Report - Use to determine variable-pay employee entitlements

The lookback period is the three calendar months (for an employee paid on a monthly basis) or six bi-weekly pay periods (for an employee paid on a bi-weekly basis) immediately prior to the period in which the leave begins, excluding periods with furlough or approved leave without pay.

The data will be used by locations to determine pay entitlement for variable-time employees.

## Job Aid: Pay for Family Care and Bonding - PFCB

### Run Control Page

1. Business Unit
2. Department
3. Employee Class/Group
4. As of Date
5. Pay Group Type

### Guidelines

- ◆ Run after each pay run when GL Actuals and Labor Ledger are complete
- ◆ Only use for **Variable** positions
- ◆ Data returned by user security level
  - ◆ Biweekly looks back 6 pay cycles
  - ◆ Monthly looks back 3 pay cycles

### Data Returned

- ◆ Average hours Worked – based on lookback period
- ◆ Hours to be Paid – 70% of the average hours worked

Report Source : OBLDTST1

Business Unit(s) : ASLA1 - Associated Students, UCLA  
 Department(s) : ALL  
 Employee Group : ALL  
 As of Date : May 14, 2021  
 Pay Group Type : Monthly  
 Full/Part Time : V - Variable  
 Employee ID : ALL

Business Unit	Employee ID	Employee Record	Employee Name	HR Status	Pay End Date	Pay Frequency Type	Full/Part Time	Emcd	Department ID	Department Description	Employee Class	Employee Class Description	FTE	Average Hrs Worked Per Month	Hours Per Month To Be Paid	Reports To	Supervisor Name
ASLA1		0		A	04/30/2021	M	Variable	REG	628	Human Resources	2	Staff Career	1.00	173.33	121.33		
ASLA1		0		A	03/31/2021	M	Variable	REG	628	Human Resources	2	Staff Career	1.00	173.33	121.33		
ASLA1		0		A	02/28/2021	M	Variable	REG	628	Human Resources	2	Staff Career	1.00	173.33	121.33		
Level 1 Department	Level 1 Dept Description	Level 2 Department	Level 2 Dept Description	Level 3 Department	Level 3 Dept Description	Level 4 Department	Level 4 Dept Description	Level 5 Department	Level 5 Dept Description	Level 6 Department	Level 6 Dept Description	Level 7 Department	Level 7 Dept Description				
UNIVERSITY	Associated Students, UCLA	1	Student-Run Enterprises	640D	Business Affairs	640S	Human Resources & Payroll	628	Human Resources								
UNIVERSITY	Associated Students, UCLA	1	Student-Run Enterprises	640D	Business Affairs	640S	Human Resources & Payroll	628	Human Resources								
UNIVERSITY	Associated Students, UCLA	1	Student-Run Enterprises	640D	Business Affairs	640S	Human Resources & Payroll	628	Human Resources								
UNIVERSITY	Associated Students, UCLA	1	Student-Run Enterprises	680D	Marketing	680S	Marketing	633	Communications And Adv								

## Job Aid: Pay for Family Care and Bonding - PFCB

### R-083 PFCB Usage Report -Track PFCB eligible leaves using the PFCB Earn Codes (PFL and PFN) Run Control Page

1. Business Unit
2. Department
3. Pay End Date Range
4. Employee ID

#### Guidelines

- ◆ Run after each pay run when GL Actuals and Labor Ledger are complete
- ◆ Data returned by user security level

The screenshot shows the 'R-083 PFCB Usage Report' control page. It features several input sections:
 

- Business Unit(s):** A dropdown menu set to 'All', marked with a red circle '1'.
- Department Selection:** Radio buttons for 'By Department (Default)' (selected) and 'By Org Structure', with a 'Deselect' link below.
- Department(s):** A dropdown menu set to 'All', marked with a red circle '2'. To its right is a 'Search by Dept ID' field with a 'Search' button.
- Run By:** Radio buttons for 'Pay End Date Range' (selected) and 'Pay Run ID'.
- Pay End Date From:** A date field set to 'Jan 1, 2020', marked with a red circle '3', and a 'To' field set to 'May 14, 2021'.
- Employee ID:** An empty text input field, marked with a red circle '4', with 'Insert' and 'Remove' buttons to its right.

 The interface also includes 'Results' and 'Choices' sections, each with an 'Insert' and 'Remove' button and 'Select all'/'Deselect all' links.

#### Data Returned

- ◆ Data should be sorted by pay end date, earnings begin date, and earnings code for each employee.
- ◆ Earnings summaries will be shown for each employee, department, and business unit.
- ◆ Column W = Hours used
- ◆ Column X = Dollar amount

## Job Aid: Pay for Family Care and Bonding - PFCB

### Systemwide Collective Bargaining Units

Union	Systemwide Bargaining Unit	Signed Y/N
AFSCME 3299	Patient Care Technical (EX)	Y
AFSCME 3299	Service (SX)	Y
California Nurses Association	Nurses (NX)	Y
FUPOA	Police (PA)	Y
Teamsters 2010	Clerical (CX)	Y
UAPD	Physicians, Dentists and Podiatrists (DX)	Y
UC-AFT	Non-Senate Instructors (IX)	Y
UC-AFT	Librarians (LX)	Y
UPTE	Health Care Professionals (HX)	Y
UPTE	Research (RX)	Y
UPTE	Technical (TX)	Y
UAW 2865	Academic Student Employees (BX)	N
UAW 5810	Academic Researchers (RA)	Y
UAW 5810	Postdoctoral Scholars (PX)	N
Teamsters 2010	Skilled Trades – UCSD (K6)	Y
Teamsters 2010	Skilled Trades – UCSB (K8)	Y
Teamsters 2010	Skilled Trades – UCLA (K4)	Y
Teamsters 2010	Skilled Trades – UCI (K9)	Y
Teamsters 2010	Skilled Trades – UCM (KM)	Y
Teamsters 2010	Skilled Trades – UCD (K3)	Y
IUOE 501	Skilled Trades – UCR (K5)	Y
AFSCME 3299	Skilled Trades – UCSC (K7)	Y
Berkeley Trades Council	Skilled Trades - UCB	Y
San Francisco Trades Council	Skilled Trades – UCSF (K2)	Y
Firefighters Association	Firefighters UCD – (F3)	Y
International Maritime Assoc.	Marine UCSD – (B6)	Y

**Job Aid: Pay for Family Care and Bonding - PFCB**

<b>Union</b>	<b>Systemwide Bargaining Unit</b>	<b>Signed Y/N</b>
Graphic Communications Union	Printing Trades - Berkeley (GS)	<b>Y</b>
CIR-SEIU	Interns & Residents – UCD (M3)	<b>N</b>
CIR-SEIU	Interns & Residents – UCI (M9)	<b>N</b>
CIR-SEIU	Interns & Residents – UCLA (M4)	<b>N</b>
CIR-SEIU	Interns & Residents – UCSF (M2)	<b>N</b>
SD Association	Interns & Residents - UCSD	-