

What is Short Work Break (SWB)?

Short Work Break is used to create a temporary halt to a job with the expectation that the employee will be returning into the same job. Putting a job in SWB stops pay on the job but allows employees to remain active in the payroll system.

When do I use Short Work Break (SWB)?

- Academic jobs for certain quarters of the year (Lecturers, academic student employees, etc.)
- Floater employees during periods of inactivity (temp services)
- Staff Employee on Furlough (most commonly, partial-year career 10/12)
- **DO NOT USE FOR GRADUATE STUDENT EMPLOYEES**

Important Note: Please refer to the Short Work Break Matrix for more details.



UCI Short Work
Break Matrix

Features/Benefits of Short Work Break

Considerations

- Don't have to re-hire
- Minimal transaction
- Doesn't have to go to path center (local process)
- Returning from SWB is simple process
- Units will continue to have visibility to employees, still on active HR status
- Needs monitoring, especially the return
- Have to return them before you can do anything else to them (e.g. have to return to terminate them)
- Length of SWB is pre-determined based on title code
- Benefits are halted during SWB
- Can change position funding during SWB
- Can still do retro transactions during SWB

Assumptions

- Employee needs to be returning to the same job.

How to put an employee on Short Work Break

Navigation: **PeopleSoft Menu > UC Customizations > UC Extensions > PayPath Actions.**

1. Enter the **Employee's Name** or click the **Search** icon to locate the employee.
2. Navigate to **Job Data** tab.
3. Enter the **Effective Date**.
Note: The effective date is the first day the employee is on break.
4. Select an **Action** - SWB
5. Select appropriate **Action Reason**. See UCI SWB Matrix below



UCI Short Work
Break Matrix

6. Enter the **Expected Return Date**.
Note: The expected return date is the first day that the employee is back at work.
7. In the **Comments** field, enter relevant information to help your departmental approver to complete your request.
8. Click the **Submit** button to route the request to your department approver for processing into UCPath.

Important Notes:

Note 1: *If **Expected Return Date** is after the employee's current **Expected Job End Date**, then the **Expected Job End Date** must be extended before you put the employee on SWB.*

Note 2: *Select a new **Job Record End Date** if you need to update or extend the employee's job record end date.*