



TRS Job Aid: Reporting time for Paid Family Care and Bonding Program (PFCB)

Time for the Paid Family Care and Bonding Program (PFCB) is reported in TRS. The impacted employee profiles are:

- BW/Non-Exempt/Hourly
- BW/Exempt/Hourly
- MO/Exempt/Hourly

Time reporting is not required for MO/Exempt/Salary and BW/Exempt/Salary employee profiles. Therefore these employee profiles are out of scope for TRS.

To report PFCB time in TRS, enter day-by-day the total number of hours based on the Job FTE. For Jobs with variable FTE, use the PFCB percent calculated by the look-back report available in UCI Decision Support: <u>PFCB Entitlement Report</u> (*RUCI172*). The system automatically calculates the hours by EarnCode, therefore, there is no need to split the hours you report on the TRS Timesheet.

- Report PFCB only on PFCB days, non-PFCB time is reported accordingly in the same pay period.
- Report the PFCB time for UC Holidays during the respective leave block

To ensure accurate and timely pay of PFCB, it is critical to coordinate the time reporting within your department. Please be advised that the PFCB policy must be applied by the user in TRS, this includes, but is not limited to:

- Reporting the accurate number of hours based on the Job FTE
- For the first 7 days on PFCB, report PFCB for a minimum of 7 days starting with the first day of the respective leave and with the employee's work schedule. After the initial leave block of 7 days, report PFCB according to the leave period and the employee's work schedule.
- Do not use leave time to supplement the PFCB

For further information on policy for the PFCB program, refer to HR communications.

Note: Appropriate UCPath HR action for leave of absence is required beforehand and is subject to respective deadlines in the UCPath Production Schedule





Reporting PFCB Time in TRS

- 1. On the timesheet, select Family Care (Family Care & Bonding) from the 'Add' drop down
- 2. Enter the number of hours based on the Job FTE and to the nearest quarter hour



- 3. (Supervisor) Approve the timesheet
- 4. (TRS) Once the timesheet is approved, the Paid Family Care and Bonding hours will be automatically calculated under the appropriate EarnCodes PFN and LPN, refer to the sample below.
 - a. For each row of PFN, TRS automatically splits it into two records.
 - PFN is re-calculated at 70% and rounded to the nearest 2 decimal place
 - Remaining hours goes into LPN.
 - b. **Not** calculated for PFCB:
 - Shift Differential is not calculated for PFCB
 - Holiday pay is not calculated for PFCB

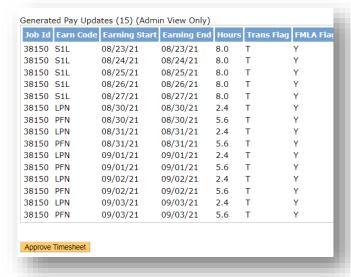
Existing	Pay Updates	s (15) (Admin \	/iew Only)						
Job Id	Earn Code	Earning Start	Earning End	Hours	Trans Flag	FMLA Flag	Status	Work Type	Status Date
38150	S1L	08/23/21	08/23/21	8.0	Т	Υ	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	S1L	08/24/21	08/24/21	8.0	Т	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	S1L	08/25/21	08/25/21	8.0	Т	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	S1L	08/26/21	08/26/21	8.0	Т	Υ	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	S1L	08/27/21	08/27/21	8.0	Т	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	LPN	08/30/21	08/30/21	2.4	Т	Υ	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	PFN	08/30/21	08/30/21	5.6	Т	Υ	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	LPN	08/31/21	08/31/21	2.4	Т	Υ	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	PFN	08/31/21	08/31/21	5.6	Т	Υ	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	LPN	09/01/21	09/01/21	2.4	Т	Υ	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	PFN	09/01/21	09/01/21	5.6	Т	Υ	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	LPN	09/02/21	09/02/21	2.4	Т	Υ	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	PFN	09/02/21	09/02/21	5.6	Т	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	LPN	09/03/21	09/03/21	2.4	Т	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	PFN	09/03/21	09/03/21	5.6	Т	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177



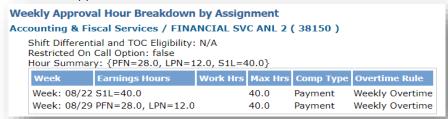


Submitting Timesheet with PFCB in TRS

5. (DTA) Review the approval results, verify its correctness, and make adjustments as necessary. Timesheets with PFCB time are flagged.



View After Approval:



6. (DTA) Submits timesheet to UCPath

