

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: [PFCB Entitlement Report \(RUCI172\)](#). 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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22 Add... v	23 Add... v	24 Add... v	25 Add... v	26 Add... v	27 Add... v	28 Add... v
	FMLA Sck 8 <input type="text"/>	FMLA Sck 8 <input type="text"/>	FMLA Sck 8 <input type="text"/>	FMLA Sck 8 <input type="text"/>	FMLA Sck 8 <input type="text"/>	
29 Add... v	30 Add... v	31 Add... v	1 Add... v	2 Add... v	3 Add... v	4 Add... v
	Family Care 8 <input type="text"/>	Family Care 8 <input type="text"/>	Family Care 8 <input type="text"/>	Family Care 8 <input type="text"/>	Family Care 8 <input type="text"/>	

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 (15) (Admin View 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	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	S1L	08/24/21	08/24/21	8.0	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	S1L	08/25/21	08/25/21	8.0	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	S1L	08/26/21	08/26/21	8.0	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	S1L	08/27/21	08/27/21	8.0	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	LPN	08/30/21	08/30/21	2.4	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	PFN	08/30/21	08/30/21	5.6	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	LPN	08/31/21	08/31/21	2.4	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	PFN	08/31/21	08/31/21	5.6	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	LPN	09/01/21	09/01/21	2.4	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	PFN	09/01/21	09/01/21	5.6	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	LPN	09/02/21	09/02/21	2.4	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	PFN	09/02/21	09/02/21	5.6	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	LPN	09/03/21	09/03/21	2.4	T	Y	SUBMITTED_TO_DTA		2021-09-02 09:12:12.177
38150	PFN	09/03/21	09/03/21	5.6	T	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.

Generated Pay Updates (15) (Admin View Only)

Job Id	Earn Code	Earning Start	Earning End	Hours	Trans Flag	FMLA Flag
38150	S1L	08/23/21	08/23/21	8.0	T	Y
38150	S1L	08/24/21	08/24/21	8.0	T	Y
38150	S1L	08/25/21	08/25/21	8.0	T	Y
38150	S1L	08/26/21	08/26/21	8.0	T	Y
38150	S1L	08/27/21	08/27/21	8.0	T	Y
38150	LPN	08/30/21	08/30/21	2.4	T	Y
38150	PFN	08/30/21	08/30/21	5.6	T	Y
38150	LPN	08/31/21	08/31/21	2.4	T	Y
38150	PFN	08/31/21	08/31/21	5.6	T	Y
38150	LPN	09/01/21	09/01/21	2.4	T	Y
38150	PFN	09/01/21	09/01/21	5.6	T	Y
38150	LPN	09/02/21	09/02/21	2.4	T	Y
38150	PFN	09/02/21	09/02/21	5.6	T	Y
38150	LPN	09/03/21	09/03/21	2.4	T	Y
38150	PFN	09/03/21	09/03/21	5.6	T	Y

Approve Timesheet

View After Approval:

Weekly Approval Hour Breakdown by Assignment
Accounting & Fiscal Services / FINANCIAL SVC ANL 2 (38150)

Shift Differential and TOC Eligibility: N/A
 Restricted On Call Option: false
 Hour Summary: {PFN=28.0, LPN=12.0, S1L=40.0}

Week	Earnings Hours	Work Hrs	Max Hrs	Comp Type	Overtime Rule
Week: 08/22	S1L=40.0		40.0	Payment	Weekly Overtime
Week: 08/29	PFN=28.0, LPN=12.0		40.0	Payment	Weekly Overtime

- 6. (DTA) Submits timesheet to UCPath

42 items found, displaying all items.

Action	Employee Name	Emp ID	Pay Period	Assignment Name	Primary Supervisor	Status
			08/22/21 - 09/04/21	FIN		SUBMITTED_TO_DTA

Submit Timesheet

Timesheets will be sent to PeopleSoft through normal batch interface with the following options:

Normal Submit to PS
 On Cycle Time Process (Final Pay or Monthly Hourly)

Timesheets will NOT be sent to PeopleSoft. Timesheets will be updated to COMPLETED in TRS with the following options:

Off-Cycle Process
 Final Pay (Off Cycle)
 Do Not Process

The timesheet will be sent to PeopleSoft through normal batch interface.