Service Request 80599
Union Business Leave Reporting
August 7, 2003
FINAL
modified 09/15/2003

1.0 Overview
The union business leave report will contain information on employees with union business leave earnings during a specified month. This report will be produced at campuses as needed.

2.0 Background
Under the current contracts between the University and AFSCME and UPTE, employees may be eligible to take paid leaves of absence for union business purposes. The union must then reimburse the University for the employee’s salary and benefits overhead during the union business leave period.

In order to more accurately account for leave time and to facilitate the calculation of reimbursement charges, campuses have requested a payroll mechanism to record and report on employee union business leave. To this end, UCOP Payroll Coordination has already established a new Description of Service (DOS) code, ‘UBL’, for campuses to record union business leave hours. This approach was chosen over a Leave of Absence (LOA) Type Code, because campus administrators wanted the ability to track leave periods by the hour.

3.0 Report Details
For each employee with ‘UBL’ earnings during the specified month, the report should display the following based on data from the Payroll Audit Record (PAR):

- Employee Name (EDB 0105)
- Employee ID
- Distribution Department Code (EDB 2061)
- Full Accounting Unit (FAU)
- Title Unit Code (EDB 2029)
- Title Code (EDB 2006) associated with the UBL earnings
- Time H - pay period time in hours. For employees with an Appointment Rate Code (EDB 2015) of ‘H’ (‘Hourly’), time should be displayed in this column, while the ‘Time %’ column should be blank, following the Payroll Audit Record model.
- Time % - pay period time as percent. For employees with an Appointment Rate Code (EDB 2015) of ‘A’ (‘Annual’) or ‘B’ (‘By Agreement’), time should be displayed in this column. In addition, the time as percent should be converted to hours and displayed in the ‘Time H’ column, following the Payroll Audit Record model.
- Rate - hourly pay rate (to 4 decimal places) or the monthly pay rate (to 2 decimal places)
- Pay Period End Date
- UBL Gross - gross earnings where the Description of Service code = ‘UBL’
- Overhead - ‘UBL’ gross earnings * .36
- Recharge - ‘UBL’ gross earnings + ‘Overhead’

The report heading should specify the month and year of the report run. Please see the attached sample for preferred layout and formatting.
### UNION BUSINESS LEAVE REPORT - APRIL 2003

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>DEPT</th>
<th>FAU</th>
<th>TUC TITLE</th>
<th>TIME</th>
<th>TIME %</th>
<th>RATE</th>
<th>UBL GROSS</th>
<th>OVERHEAD</th>
<th>RECHARGE</th>
<th>END DATE</th>
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