

UC Berkeley COVID related CalTime codes Summary
For Payroll Transactors
Last updated 7/19/21

Pay Continuation ended 06/30/2020

Families' first Coronavirus response act ending 12/31/2020

UC paid administrative leave ended 06/30/21

Glossary

FFCRA	Families First Coronavirus Act: On March 18, 2020, the Families First Coronavirus Response Act (FFCRA), which created two new emergency paid leave requirements signed into law by President Trump
EFML	Expanded Family Medical Leave: This is a type of leave under FFCRA
EPSL	Emergency Paid Sick Leave: This is a type of leave under FFCRA
EPAL	UC Expanded Paid Administrative Leave: On March 16, 2020, President Napolitano issued an executive order whereby eligible employees would receive a "one-time allotment of up to 128 hours of paid administrative leave," subject to specific conditions.
Pay Code	Code used to track hours worked or leave taken in CalTime
Earn Code	UCPath three letter code used to submit time and pay to UCPath
I181	Text file prepared by Berkeley to submit hours worked or leave taken for several employees
Manage Accruals	Created for campuses that do not have a timekeeping system. A transaction performed in UCPath to manually report hours worked and leave taken
UPK	User Productivity Kit (UPK): Guides and job aids by module, provided by UCOP. This is general info that was created for all UC campuses and does not factor our local time and attendance system or business processes.

Resources:

- [UCOP COVID Related Leaves and Job Protections Guidance](#): Outlines UCOP policy regarding COVID related leave
- [People and Culture website](#): Contains campus specific COVID related info
- UCPath UPK Job aid (*This information is posted online at the UCB website but it contains inaccurate information and earn codes, please do not use this*). You can visit [UCPath Berkeley website](#) for all available UPKS.
- [Pay Code info for Employees on CalTime website](#)
- Academic EPAL policy on People and Culture website

Summary info on how leave information is sent to UCPath with a Payroll and Timekeeping emphasis:

There are detailed process maps created by People and Culture. Please review those for details.

There are three primary ways hours and pay get processed in UCPath (in order of best practice)

- **Time Entry in CalTime:** Time is entered on appropriate codes, CalTime sends hours to UCPath
- **I181 Mass Pay file:** Region prepares file, emails file to ucpathfiles@berkeley.edu for review, region completes log and uploads file, Central Payroll approves, file is process by UCPath, and error report is distributed. Note: If you prepare a file you must use the correct FMLA flag of F for all EFML leave hours.
- **Manage Accruals:** An UCPath transaction is created for one employee and hours and correct earn code are reported.

All employee's that are in CalTime should have their leave tracked in CalTime however there are employees that are not in CalTime. In addition, there are times such as situations in which we are past the CalTime sign-off deadline and you may need to process a manual I181 or manage accruals transaction in order to process the information in UCPath.

Some things to be aware of:

- In order to send EFML earn codes for Expanded Family Medical Leave, a leave of absence must be recorded in UCPath first otherwise those codes will reject from UCPath.
- A leave of absence is not needed for Emergency Paid Sick Leave (EPSL) (unless employee is also on EFML)
- There are no caps or balances in CalTime for any of these codes below.
- If an employee uses EFML-VAC, EFML-Comp Time, EFML-SICK, EFML-PTO during the first two weeks of EFML, their balances will be reduced.
- Because the biweekly pay period deadlines is every 14 days, a EPSL or FFCRA request will likely require some retroactive adjustment for at least one biweekly pay period.
- The CalTime team cannot advise you on which EPAL or FFCRA codes to use. The codes are dependent on each employees individual leave cases and should be discussed with the employees supervisor, the HR Partner and or the Benefits leave administrator supporting this request.

LEAVE TYPE	CALTIME TIMECARD PAY CODE	UCPATH EARN CODE DESCRIPTION <i>CalTime pay codes map to UCPATH earn codes. UCPATH earn codes is what UCPATH will display on the employees paycheck</i>	EARN CODE	FMLA FLAG (1181)
Additional Emergency Paid Sick leave hours				
Emergency Paid Sick Leave (EPSL)- Reasons 1-3	Employee-Emergency Paid Sick Leave	Emergency Paid Sick Leave EE	EPS – Emergency Paid Sick Leave EE; Salaried ESN – Emergency Paid Sick Leave EE; Hourly	N
Emergency Paid Sick Leave (EPSL) Reasons 4-6	Family-Emergency Paid Sick Leave	Emergency Paid Sick Leave Family	EFN – Emergency Paid Sick Leave Family; Hourly ESF – Emergency Paid Sick Leave Family; Salaried	N
Expanded Paid Administrative Leave (EPAL) (CONCLUDED 06/30/21)				
UC Expanded Paid Administrative Leave (EPAL)	CV19-Admin Leave with Pay	REG Paid Leave	RGC (Salaried EE) and RVN (Hourly EE)	N
Families First Coronavirus Response Act (CONCLUDED 12/30/20)				
Expanded Family Medical Leave (EFML)	<i>For first two weeks: first two weeks is unpaid however employee may use other paid leave options below"</i> EFML-EPSL EFML-VAC EFML-CV19 EFML-SICK EFML-PTO (for post docs only) EFML-Comp Time Off	Emergency Paid Sick Leave Family Vacation leave REG Paid Leave Sick Leave paid Post Doc Per Time Off Comp Time Off	ESF (salaried EE) or EFN (Hourly EE) VAC (Salaried EE) or VCN (Hourly EE) RGN (Salaried EE) or RVN (Hourly EE) SKL (Salaried EE) or S1L (Hourly EE) PTD (Salaried EE) CON (Hourly EE)	F
	Additional 10 weeks Expanded Family Medical Leave (10 weeks)	Expanded Family Medical Leave	EFL (salaried) and EMN (Hourly)	F
Pay Continuation (CONCLUDED 06/30/2020)				
Pay Continuation	NOT IN CALTIME YET	REG Paid Continuation	RPC (Salaried EE) and RPN (Hourly EE)	N