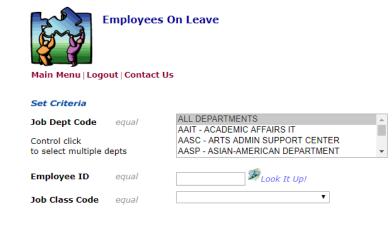# Employees on Leave Report (Job Data) – Data Warehouse

Overview

- Data is pulled directly from the *Job Data* component in UCPath:
  - Only active employees and active job records are included in this report.
  - Current and Future leaves are included in this report; to review past leaves, refer to the *Extended Absence* report.
  - Reduced Schedule and Intermittent leaves are not entered in Job Data and will not appear on this report, refer to the *Extended Absence* report to view these leaves.
- More than one leave entry per employee/leave may exist due to: (1) changes in leave status (*e.g. Pay status, FMLA Entitlement status, etc.*) or, (2) if they have more than one Job Record.
  - Review Job Code and Department information to determine if there are multiple job records – leaves are applied to each job record separately. If a Job is excluded from a leave, it will not appear on this report. (*e.g. Taking a personal leave from a Lecturer job, but continuing in a Researcher job.*)
  - To understand the changes to an employees' leave status, compare *Leave Start, Expected Return Date* and *Payroll Status* fields on each data row. (*e.g. if an employee has a current paid leave and a future change in status to unpaid, you should see two lines of data to reflect the change in pay status*.)
  - If a transaction has been processed for a future dated return from leave, this will appear as a separate line with "Return from Leave" under the *Leave Desc* column.
- FMLA/CFRA/PDL status does not appear on this report – please refer to the *Extended Absence* report to identify legal leave entitlements that are applied to an approved Policy leave.
- The begin and end dates entered in *Job Data* differ based on if the employee is 12/12 (staff and academic) or 9/12 (academic year "AY").
  - AY employees have both *Pay* and *Service Dates*; the *Pay Start* and *End Date* fields in the *Extended Absence* module are used for entry in Job Data.

Report Queries

Report Field Definitions:

Employee Name - Employee Name

Employee ID - UCPath Employee Identification Number

Leave Desc – Identifies the leave type (Medical, Sabbatical, Personal, etc.)

> If a future dated *Return From Leave* has been entered in Job Data, this will appear as a separate line on the report

DATES:

Last Date Worked - The last day the employee worked prior to beginning a Leave of Absence, usually the day prior to the *Leave Begin Date*

Leave Begin Date - The first day the employee started on the existing leave status

> *Employees may have more than one line of data/leave type in this report as Pay, Entitlement and Leave Types change (E.g. a Paid Childbearing/PDL leave is followed by an unpaid leave while the employee is receiving disability insurance)*

Expected Return Date - The date the employee is expected to return from that leave status

> If a future dated *Return From Leave* exists in Job Data, this field will reflect the date their Payroll Status is returned from leave (changed to "Active")

LEAVE & JOB DATA ELEMENTS:

Payroll Status – The pay status associated with the leave: "Paid" or "Unpaid"; the *Return from Leave* transaction will reflect an "Active" Payroll Status

Job – the Job Code

Job Desc – Job Code Description (or Payroll Title)

Emp Rec – Employee Record Number

Job Class Code - The employee's classification (Academic, Staff, Student, etc.) in the position.

Job Indicator – if the job record is *Primary* or *Secondary*

Job Dept – The Department Code the Job record is associated with