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.