SWB – Lecturer Best Practices

Short Work Break (SWB) changes an employee’s Payroll Status to Inactive to stop pay during a break period while keeping their HR Status as Active (entered in Job Data via a PayPath transaction). This allows:

- departments to avoid terminating and rehiring when the eligible employee is expected to return to work within a certain period of time, and
- benefit eligible employees to continue on UC benefits with direct billing through UCPC.

Refer to the Short Work Break Matrix for eligibility criteria, duration and policy reference.

Department Responsibilities for Lecturer Appointments:

- Evaluate plans for upcoming Lecturer appointments to determine if a SWB should be applied. *(Departments are responsible for understanding pay and benefit impacts, and determining if SWB is the best course of action. See the Appointment Considerations section below for additional guidance.)*
- Request SWB be applied to an employee’s Job Data record, as needed:
  - Via annual appointment paperwork (new, modification, and continuing workload) submitted through the appointment approval process.
    - Notate SWB by quarter within the Workload
  - Via the AP Folio UCPath Certification for:
    - 9/9 Lecturer appointments over summer
    - Lecturer appointments where change/workload approvals will not be in place in time for the current payroll deadline to mitigate pay impacts:
      - Not working in upcoming quarter
      - FTE decrease with significant pay impact in the upcoming quarter
    - If there are other special circumstances, email details to AP-Path@ucsb.edu to identify best action to take based on the circumstance
- Inform Lecturers eligible for a benefit bridge that they may elect to continue health benefits by paying the full benefit premiums via direct billing statements from UCPC. Questions regarding direct billing should be directed to UCPC via the “Ask UCPath” button or calling 855-982-7284.
- If using SWB as a mechanism to mitigate pay impacts, inform employee of what to expect (pay issued late, benefits impact, etc.).
- Review Job Data to confirm SWB is entered correctly; initiate the Over- or Missed-Pay process with BFS, as needed.
- Note: return from SWB is entered based on appointment approvals/post audit from the AP-Policy analysts; this is not requested via the Cert in AP Folio.

Appointment Considerations:

Applying SWB over Summer:

9/9 Appointments in summer:
Pay for active 9/9 appointments will continue to issue over summer; departments must initiate a SWB request via the AP Folio UCPath Certification prior to AP payroll deadline for July to avoid overpayment.

9/12 Appointments with a non-working quarter in fall:
Pay for fall quarter on 9/12 appointments begins 7/1; if no work is to occur in fall, departments must request a SWB via the appointment/workload process or the AP Folio > UCPath Cert to avoid overpayment.
Applying SWB during the Academic Year:

Appointments continuing with changes that impact pay that will not be in place by pay deadline:

- **Increased FTE or Pay Rate**:
  - **SWB should NOT be applied.** Employee will receive a check based on existing appointment attributes, and additional monies owed based on revisions will be paid after Job Data is updated:
    - **FTE Increase** – Department must initiate Missed Pay with BFS to issue pay owed manually.
    - **Pay Rate Increase** - Retro-Module will automatically issue pay on the next on-cycle paycheck.
  - Inform employee of expected pay impacts.

- **Decreased FTE**:
  - **OPTION 1:** if overpayment is not significant allow pay to issue based on existing FTE; this creates no benefit/billing impact. Once the corrected attributes are in Job Data:
    - Initiate Overpayment process with BFS.
    - Inform employee of expected pay impacts.
  - **OPTION 2:** if overpayment is significant request SWB to stop pay; this creates benefit billing impacts. Once the corrected attributes are in Job Data:
    - Initiate Missed Pay with BFS.
    - Inform employee of expected pay impacts & to contact UCPC if benefits billing issues occur.

**9/9 Appointments transitioning to 9/12**

- Submit workload/appointment approvals by July AP deadlines whenever possible.
- If new appointment approvals will not be in place in time for Pay Deadline:
  - **OPTION 1:** if over/under payment is not significant let pay issue based on existing 9/9 setup; this creates no benefit/billing impact. Once the corrected attributes are in Job Data:
    - Initiate Missed-Pay with BFS if existing 9/9 pay will be UNDER expected pay for 9/12 in fall.
    - Initiate Over-Pay with BFS if existing 9/9 pay will be OVER expected pay for 9/12 in fall.
    - Inform employee of expected pay impacts.
  - **OPTION 2:** if overpayment is significant request SWB to stop pay; this creates benefit/billing impact. Once the corrected attributes are in Job Data:
    - Initiate Missed Pay with BFS.
    - Inform employee of expected pay impacts & to contact UCPC if benefits billing issues occur.

Continuing Lecturers working only 1 quarter per year:

SWB for all non-working quarters can be requested either via the annual workload/appointment approval paperwork (notated by quarter), or submitted via the AP Folio UCPH Certification – Short Work Break process.

**Other Considerations:**

**Lecturer Jobs with upcoming Expected Job End Dates:**

Departments are responsible for monitoring jobs with Expected Job End Dates and taking appropriate action. Please refer to the “Academic Non-Student” section of the End Date Monitoring job aid for additional guidance.

**Jobs that Ended in Error:**

**Working in the Current Quarter:**

- Process a Rehire/Reinstatement template. (Once the reinstatement is in Job Data, AP-Path will make data changes via PayPath based on appointment approvals, as needed.)
- Initiate Missed Pay with BFS, as needed.
- Initiate a Case with UCPC to ensure benefit reinstatement is prioritized by UCPC, as needed.

**Working in a Future Quarter:**

- Rehire the employee effective the start of the new working quarter once appointment approvals are received. 
  - Do not use Rehire/Reinstatement with SWB due to benefits continuation and COBRA implications.
  - Changes to the position (e.g. FTE) based on appointment approvals must be input by AP-Path prior to departments initiating the Rehire template.