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:

SWB is applied to 9/9 appointments during non-working quarters and over the summer. SWB should not be applied to 9/12 appointments except in consultation with the AP Policy team as part of an appointment modification.

- SWB during the academic year is identified via the annual appointment paperwork process (new, continuing or modified workloads). Departments should note SWB during non-working quarters within the Workload paperwork. Post audit instructions are provided to the Path team and is input into UCPath.
- SWB during summer must be requested by departments via the AP Folio UCPath Certification form, and:
  - Must be applied to ongoing 9/9 appointments to stop pay during non-working summer months.
  - Should always be applied to Continuing 9/9 appointments.
  - Only be applied to pre-six 9/9 appointments during a multi-year appointment to bridge years within the ongoing term. 9/9 appointments with a 1, 2, or 3-year term appointment that is ending must be terminated at the end of the term appointment; when the new term appointment is issued, they are rehired effective the start of the new working quarter.
  - Should not be applied to 9/9 appointments that are transitioning to 9/12 in the following year.
  - May be requested to mitigate pay impacts (see the Appointment Considerations section below for additional guidance).

Departments are responsible for evaluating upcoming plans for appointments, understanding pay and benefit impacts, and determining if SWB is the appropriate action.

When an employee is placed on SWB, departments are responsible for:

- Informing 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.
- Informing employees of what to expect (pay issued late, benefits impact, etc.) if using SWB as a mechanism to mitigate pay impacts.
- Reviewing Job Data to confirm SWB is entered correctly; initiating 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 on 9/9 versus 9/12 Appointments:

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 for appointments that are to continue in a 9/9 title in a subsequent year of a multi-year term appointment prior to AP payroll deadline for July to avoid overpayment.

Note: SWB over the academic year are initiated via the appointment approval/workload process.
9/12 Appointments with a non-working quarter:
9/12 appointments are expected to work all three quarters; there may be circumstances where an appointment modification warrants the use of SWB. The appropriate use of SWB in these circumstances must be determined in consult with the AP Policy Analyst. These requests should not be submitted via the AP Folio UCPath Certification form.

Applying SWB during the Academic Year:

Appointments continuing with changes that impact pay that will not be in place by pay deadline:
- **Increased FTE:** **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:
  - Initiate Missed Pay with BFS to issue pay owed manually.
  - 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.

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.