Academic Employee Leaves Workshop

May 1, 2019
Agenda

• Introduction
• Overview of Affected Titles
• Process
• Demo
• Medical Leaves and FMLA
• Change Implementation
Introduction

• Why the online module?
• UCPath integration
• Testing
Overview of Populations

• Accruing vs non-accruing titles
• Titles in AP Folio vs those not in AP Folio
• Single Employee in:
  • Multiple different units (same title)
  • Multiple different titles
Accruing vs Non-Accruing Titles

• Accruing Titles:
  • Researchers, Project Scientists, Specialists
  • Academic Coordinators
  • Postdoctoral Scholars

• Non-Accruing Titles:
  • Senate Faculty
  • Unit 18 Lecturers (pre-six and continuing)
Titles in AP Folio vs Those Not In AP Folio

• Titles in AP Folio:
  • Senate Faculty
  • Continuing Lecturers
  • Researchers, Project Scientists, Specialists
  • Academic Coordinators

• Titles not in AP Folio:
  • Pre-six Lecturers
  • Postdoctoral Scholars
Multiple Units and/or Jobs

• Single Employee in a Single Title over multiple units
  • e.g. Professor in Computer Science and Physics
  • Employee only submits one request
  • Each department’s request is processed separately

• Single Employee in Separate Titles
  • e.g. Continuing Lecturer + Project Scientist
  • Employee must submit separate request for EACH title
Online Leave Module: Process

Academic Employee
- Initiates leave request in AP Folio

Dept Analyst
- Reviews
- Forwards to Dept Chair/Unit Director

Dept Chair/Unit Director
- Reviews and endorses
- Routes back to Dept Analyst

Dept Analyst
- Forwards to Control Point

Control Point
- Approves or Endorses Request
- Forwards to AP if AP is not already the final approver
# Approval Authority

<table>
<thead>
<tr>
<th>Title</th>
<th>Control Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Titles</td>
<td>Dean</td>
</tr>
<tr>
<td>(Senate Faculty and Non-Senate Faculty)</td>
<td></td>
</tr>
<tr>
<td>Research Titles</td>
<td>Academic Personnel</td>
</tr>
<tr>
<td>(Researchers, Project Scientists, Specialists, Postdocs)</td>
<td></td>
</tr>
<tr>
<td>Academic Coordinators</td>
<td>Dean or Academic Personnel</td>
</tr>
</tbody>
</table>
Let’s see the module in action!
Things to Note

• Approval memo still issued to candidate offline
  • Uploaded as “Decision Letter” when case is finalized
• APM-025 approvals must be obtained before submitting request
• Department Analyst should check for:
  • Sabbatical credit balance (faculty titles)
  • Validation of dates requested
    • Correct pay period dates for 9/9 or 9/12 employees
    • Doesn’t go beyond appointment end date
  • Is the leave type within policy?
Change Implementation

• Red Binder will be updated shortly to reflect these changes
• Faculty titles: AP will inform via listserv notification
• Non-faculty titles: dept will inform on an ad hoc basis as needs arise individually

• Timeline:
  • System is available for use now
  • For current leave requests: can use new module or old system (paper)
  • For leaves effective 7/1/19 and beyond: must use new module
    • Unless they are currently in progress/already approved
Medical Leaves and FMLA

• The academic employee initiates their request in AP Folio
• Leave Administrator is notified via email
• After review, if FMLA appropriate, Leave Administrator will contact academic employee and department staff and will start process
Reminders

• Observe submission deadlines as outlined in Red Binder

• Be mindful of employee title + your unit in determining Control Point routing (see approval authority matrix)
  • Dean’s Office: non-accruing titles, Academic Coordinators in academic depts
  • Academic Personnel: all others
Contacts

• UCPath Help  AP-Path@ucsb.edu
  • General Leave Administration

• Lia Cabello  x 5979  lia.cabello@ucsb.edu
  • Faculty in Humanities and Fine Arts, Social Sciences, Education, Creative Studies

• Helly Kwee  x 5428  helly.kwee@ucsb.edu
  • Faculty in MLPS, Bren School, Engineering

• Joanna Kettmann  x 5048  joanna.kettmann@ucsb.edu
  • Temporary Research Appointments

• Billy Ko  x 4441  billy.ko@ucsb.edu
  • Postdoctoral Scholars, Academic Student Employees