

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)

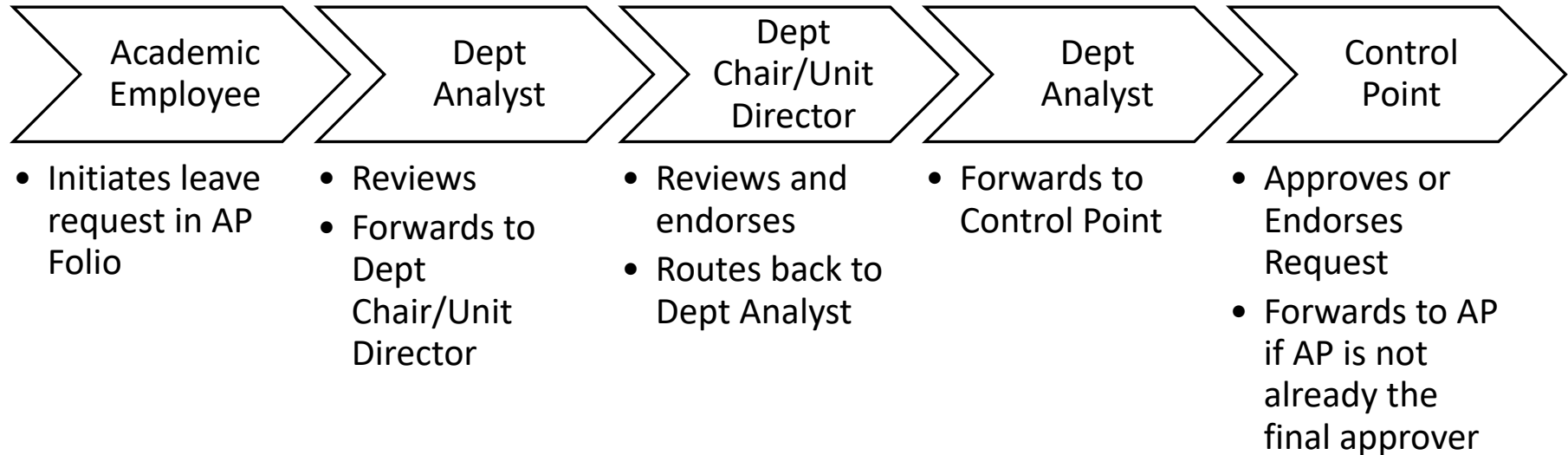
Titles in AP Folio vs Those Not In AP Folio

- 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



Approval Authority

Title	Control Point
Teaching Titles (Senate Faculty and Non-Senate Faculty)	Dean
Research Titles (Researchers, Project Scientists, Specialists, Postdocs)	Academic Personnel
Academic Coordinators	Dean or Academic Personnel

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

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 - General Leave Administration
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 - Postdoctoral Scholars, Academic Student Employees