The Manage Accruals and Usage process is the process of adjusting accrued entitlements (e.g. Vacation, PTO, sick time, etc.) in UCPath, or fixing issues with an employee’s entitlement calculations. Generally, accruals are managed automatically through UCPath based on job details and T&A data. This process is used to accommodate changes that cannot be handled automatically in UCPath, and applies to both staff and academic employees.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Context/Information/Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Refer to step 1a of the central process - AM.06 Manage Accruals and Usage (as of 5/23/16)</td>
</tr>
<tr>
<td>1b</td>
<td>Refer to step 1b of the central process - AM.06 Manage Accruals and Usage (as of 5/23/16)</td>
</tr>
<tr>
<td>1c</td>
<td>Refer to step 1c of the central process - AM.06 Manage Accruals and Usage (as of 5/23/16)</td>
</tr>
<tr>
<td>1c</td>
<td>Q1: The Service Center will review the following reports: Leave Monitoring Report (R-110); Accruals Summary Report (R-274); Incorrect Accruals Report (New); what about Payout Report (?? Cannot find on inventory)</td>
</tr>
<tr>
<td>2</td>
<td>Appropriate forms to be identified so that forms can be created in ServiceNow</td>
</tr>
<tr>
<td>3</td>
<td>Q2: Is approval required for Manage Accruals and Usage transactions?</td>
</tr>
<tr>
<td>4</td>
<td>The Service Center will determine the appropriate action based on the type of request and will either: Submit an E-084 transaction to adjust hours or takes C. Work with the UCPC if the issue cannot be corrected locally at UCR</td>
</tr>
<tr>
<td>4</td>
<td>Refer to steps 5-11 of the central process - AM.06 Manage Accruals and Usage (as of 5/23/16)</td>
</tr>
</tbody>
</table>
Start / End
Shows the start and end of a process. The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

Task/Activity
Captures a specific task or activity. Written starting with a verb ("Prepare Form"). A box should reflect a single role and tool to complete a specific output.

Automatic Process
Represents a process, task, or activity that is accomplished through a system or program. For example, "Upload Data (Nightly)".

Off-page reference
Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., "A/2" indicates look for point A on page 2).

One way connection
Connection arrows show the direction that the process flows.

Roles and Tools
These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., “Manager”) and/or to clarify the functionality or tool that supports it, e.g. Workflow, PPS. These boxes are not required for each step.

UCPath Central Process
Color indicates processes performed by UCPATH as defined on related Central FSPD Maps (cannot be revised on local map).

UCPath Local Process
Color indicates processes performed by Local Campus as defined on related Central FSPD Maps (cannot be revised on local map).

On-page Reference
On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

Subprocess
Indicates another process or set of processes formally defined elsewhere. For example, "Perform Background Check" as part of the Onboarding process.

Decision
Indicates divergent paths for process; typically phrased in Yes/No format. For example, "Approve Leave".

Or Connector
Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

Consultation/Collaboration
Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

Annotation
Provides comments or clarification to a task, connector, or subprocess. Helpful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed.