Short Work Break (WFA.13)- Staff/Academic

The Short Work Break process refers to placing or returning an employee from a short work break. The action of Short Work Break (SWB) can be used to stop pay for any employee for a temporary period of time, but allows them to remain on active status for head count reporting and other reporting requirements.

If the employee is benefits eligible on this employee record, he/she may also continue to receive benefits and the location/department will be charged for the employer’s contribution. Employee records in this status should be monitored on a regular basis. Examples of Short Work Break include:

- Staff Employee on Furlough (most commonly, partial-year career)
- Unit 18 off pay status in between quarters/semesters of active employment., who is eligible for Benefits Bridge
- Unit 18 offered and accepting a position for the quarter or semester immediately following the break where a benefits bridge is not appropriate
- Graduate Students and Under Graduate Students who are off pay status over the summer or in between quarters or semesters
Examples of Short Work break include:
- Staff Employee on Furlough (short community, part-time career)
- Unit off pay status between quarters of academic employment, who is eligible for Benefits Bridge
- Unit off status in between quarters of academic employment, following the break where Benefits Bridge is not appropriate

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<table>
<thead>
<tr>
<th>Step #</th>
<th>Context/Information/Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Refer Step 1 and 3 of Central process - WFA.13 Short Work Break (as of 5/26/16)</td>
</tr>
<tr>
<td>1</td>
<td>This includes both Short work Break and Return</td>
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<td>Q1: UCR will monitor SWB employee records. Who should receive and monitor SWB reports to ensure compliance with UC policies?</td>
</tr>
<tr>
<td>2</td>
<td>Q2: Who should initiate the action? Partner or Dept?</td>
</tr>
<tr>
<td>2</td>
<td>Refer step 2 and 4 of the central process - WFA.13 Short Work Break (as of 5/26/16)</td>
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<tr>
<td>2</td>
<td>Refer Short work break Matrix for SWB reasons</td>
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<td>Short work break transactions are executed using the Job Data template</td>
</tr>
<tr>
<td>3</td>
<td>Refer step 5-7 of the central process - WFA.13 Short Work Break (as of 5/26/16)</td>
</tr>
<tr>
<td>4</td>
<td>Shared Services will use PayPath to execute Short Work Break transactions</td>
</tr>
<tr>
<td>5</td>
<td>Refer step 8-13, 17 of the Central process - WFA.13 Short Work Break (as of 5/26/16)</td>
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<tr>
<td></td>
<td>Note: For those academic employees who receive additional compensation while on Short Work Break, UCR need to request additional payment via E-353/I-618. Refer to PY.01 Additional Compensation for more information</td>
</tr>
</tbody>
</table>

Added Note on 8/26/2016: 1.) The data change and SWB templates are decommissioned. Also, Comp.03 Academic Advancement has been decommissioned. The central maps will be updated but they are behind on the updates since they are focused on testing. 2.) Staff will use PayPath E-102 along with Academics to make data changes and payrate changes.
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.