

Paid Administrative Leave Usage: Cognos R-050

In response to the COVID-19 outbreak, On March 9, 2020, the University enacted temporary emergency provisions for Paid Administrative Leave related to COVID-19. Two new earnings codes were created in UCPath to track COVID-19 related Paid Administrative leave:

- RGC (REG Paid Leave-Salaried)
- RVN (REG Paid Leave-Hourly)

The Cognos R-050 report was recently released to UCPath Locations to help them track the usage of RGC or RVN Earn Codes by the campus. The report is in the Payroll Folder and is available to any user provisioned with the Payroll subject area.

The report tracks usage – both hours and amount – by Pay Period and can be run for a Department, or for an individual by their Employee ID number, or -- for users with Division or Campus-level access -- it can run it for their organizational structure.