

Implementation Guidelines for Academic Personnel Offices: Guidance for Processing Transition Assistance Vacation Cash-Out in UCPATH

Compliance with Department of Labor Increase in Minimum Salary Threshold – Reclassification to Non-Exempt Academic Appointees Below the Department of Labor Salary Threshold

For campuses that are offering a transition assistance vacation cash-out program to eligible appointees who are transitioning from a monthly to a biweekly pay cycle to comply with the DOL increase in minimum salary threshold, the following guidance is provided:

1. It is recommended that any such program be limited to 80 hours of accrued vacation leave for eligible appointees who have the accrued hours in their vacation bank.
2. Any cash-out should be processed by the normal payroll process (i.e., subject to taxes and percentage-based deductions) using the appointee's current hourly rate.
3. In UCPATH, the cash-out should be processed as **Vacation Pay Out** via the E-084 or I-181 process:
 - Use Earn Code **VPO** - Vacation Pay Out
 - In the **Comments field**, please enter information about the transaction. For example, Vacation Cash-out of XX hours per campus program providing transition assistance for movement to biweekly pay cycle to comply with DOL increase in minimum salary threshold.

See the following links to the E-084 and I-181 UCPATH guidance documents:

[UCPATH Task: Upload E-084 File](#)

[Complete the Inbound File Generator for I-181 Regular Time Job Aid](#)