

Service Awards

FREQUENTLY ASKED QUESTIONS

Employment Service Credit

Q: How is employment service credit calculated?

A: UCPATH calculates employment service credit according to each employee's payroll cycle:

- [Monthly Paid Employees](#): UCPATH calculates employment service credit monthly. If you work 50% or more, you accumulate 100% (1) employment service credit.
- [Biweekly Paid Employees](#): UCPATH calculates service time on a quadri-weekly cycle, or every four weeks. If you work 50% or more, you accumulate 100% (1) employment service credit.

An employee's service credit total may not coincide with their work anniversary date or most recent hire date since there are other factors that can impact service credit accrual such as leaves without pay or appointments where the employee is on pay status less than 50% time. Service credit may also have been accrued previously in another role, or outside of UCI. Additional Service Credit accrual and eligibility information can be found [here](#). Tenet service credits are not included in these service award milestones.

Q: How can I check my Employee Service Credit total?

A: To view accrued service credit please navigate to [UCPATH](#) > Employee Actions > Leave Balances. If transferring from another UCPATH location, you can review the multiple balances available on the 'Leave Balances' screen. Ensure that you are viewing the balances for the correct 'As of Date'. Adjust and search by a different date as needed.

Q: Is previous service credit from prior University or state employment included in an employee's service credit total?

A: Yes. Eligible employment service includes staff and academic service at other University of California locations including labs and the University's Office of the President (UCOP), California State Universities, Department of Energy Laboratories, and other State of California agencies.

Q: How do I transfer my service credits if I was a prior California State University or State of California employee?

A: The State Agency Service Verification eForm is used to capture absence management changes, such as service credit, for previous CSU or State of CA employment. To access the eForm, please navigate to [UCPATH](#) > Forms Library > Access Forms > Absence Management > State Agency Service Verification.

Q: What do I do if I believe my current service credit listed in UCPATH is incorrect?

A: If you believe there is a discrepancy with your employment service credit, contact the UCPATH Center. Please navigate to [UCPATH](#) > [Submit An Inquiry](#) page > select Topic 'Leave Balances' > Select Category 'Leave Balances Inquiry'. Please indicate the payroll period in which the potential discrepancy first appeared.

Service Awards

Milestone Year Recognition

Q: What is the eligibility criteria for being recognized for the UCI Service Awards?

A: Honorees are active employees who have reached (or are projected to reach) a milestone (e.g., 3, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50 years of service) during the current fiscal year (July 1 – June 30) and hold a staff appointment at the time of the event.

Q: Do I need to use vacation time/PTO to attend?

A: For honorees, administrative leave may be granted based on the staffing needs of the individual department. Employees should confirm availability to attend the event with their manager. Managers are encouraged to support the event by promoting attendance to the greatest extent possible while ensuring business continuity.

Service Award Gift Items

Q: When will I be receiving my service gift?

A: Honorees celebrating a service milestone of 10 years or more (10, 15, 20, 25, etc.) will receive a special gift email from our trusted partner, MTM Recognition, a few days after the Service Award Ceremony.

If you have other questions or concerns, please email the UCI HR Events Analyst, Lisa Kawachino at engagement@hs.uci.edu.