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](#).

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.

Service Award Gift Items

Q: When will I be receiving my service gift?
A: Honorees being recognized for 5 years and above attending the event will be presented with lapel pins on-site. For those unable to attend, lapel pins will be mailed to home addresses listed in UC Path. If you have recently moved, please make sure to update your address in the system. All service gifts honoring those with 10, 15, 20, 25, 30, 35, 40, 45, and 50 year milestones will also be distributed separately from this event.

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