

Working with CYA Positions

Using CYA Positions

CYA positions will be used to maintain the integrity of a status employee's base position when they assume:

- an interim role which by policy meets or exceeds 6 months;
- a temporary increase in percent time that meets or exceeds 6 months
- a temporary reduction in percent time that meets or exceeds 6 months; or
- a temporary upgrade that meets or exceeds 6 months;

The CYA position, e.g. UAXXX, needs to be established before any action may take place.

Processing CYA EPAFs

EPAFs have been designed to accommodate CYA situations. Each EPAF consists of two steps:

- STEP 1: Place the base job on leave without pay without benefits
 STEP 2: Create a new job for the person using the CYA position

Select the correct EPAF Approval Category by identifying the type of status CYA appointment **the employee will be moving to:**

If Moving to this:	Use Approval Category:	If Restricted Funds Use:
Operating Staff (100%)	UCOSFT	RCOSFT
Operating Staff (less than 100%)	UCOSPT	RCOSPT
Exempt Staff (100%)	UCEXFT	RCEXFT
Exempt Staff (less than 100%)	UCEXPT	RCEXPT
Academic Year Faculty	UCAYFY	RCAYFY
Fiscal Year Faculty	UCFYFY	RCFYFY

We will use special **Job Change Reason** to capture the justification for the CYA appointment:

CYA Justification	Job Change Reason on Leave step [Base Job]	Leave Type on Leave Step	Job Change Reason on Job Entry step [CYA job]
Assuming Temporary Upgrade	LETUP	120	AETUP
Assuming Role as Interim	LEINT	30	AEINT
Taking a Temporary Reduction in Percent	LETDP	110	AETDP
Assuming a Temporary Increase in Percent	LETIP	115	AETIP

CYA EPAFs DO NOT impact the PEAEMPL record.

When the Campus HR office applies their approval they will need to review the transaction to determine if the activity results in a change in benefits eligibility and subsequently requires a change to deductions and PEAEMPL ECLS. If desired, a coding change to PPACMNT for the Operational Title can be performed as well.

Effective Dates

The Jobs Detail Effective Date for the "LEAVE" step should be the same as the Jobs Detail Effective Date for the CYA Job Entry step.

Ending the CYA Leave

When the CYA appointment needs to end, a special LOACYR, Return from CYA Leave EPAF will be used to:

1. Return the employee's base job to an active status.
2. Terminate the CYA job.

Please see the [Leave EPAFs Cheat Sheet](#) for more information on how to process this step.