Service Award Recognition Program FAQs

The time you dedicate to your career at the University of California is important and should be celebrated! UC ANR extends appreciation to employees for their service. Recognition awards are granted to all employees who complete 5 or more years of service.

EMPLOYEE SERVICE CREDIT

What is Employee Service Credit?

Employee service credit refers to an employee's length of service with the University of California, California State Universities, Department of Energy Laboratories and other State of California Agencies. Qualifying Service is a month on pay status at 50% or more. Employment service credit is used to determine service time for vacation accrual rates for staff personnel and eligibility for service awards. 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 less than 50% time.

How can I check my Employee Service Credit total?

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.

How do I transfer credits from prior California State University or State of California employment?

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

What do I do if I believe my current service credit listed in UCPath is incorrect?

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.

Is this the same as retirement service credit?

Employment service credit does not accrue in the same way as, and should not be confused with, retirement service credit or seniority. For information on verifying service credit for retirement purposes log into UCRAYS. Additional information can be found at: Understanding UCRP Service Credit | UCnet (universityofcalifornia.edu).

For assistance, please contact us at humanresources@ucanr.edu

MILESTONE YEAR RECOGNITION

How will service milestones be recognized at UC ANR?

Upon reaching service milestones (5,10,15,20,25,30,35,40,45, and 50 years of service), Human Resources will notify employees of service milestones reached (as listed in UCPath) and ask that they opt into the service award recognition program. There is no cost to the department or employee for the service credit award program.

Employees are responsible for completing the survey by the indicated deadline. Those who opt in will be recognized at the Service Award Ceremony and receive commemorative UC service pins and certificates.

Who will be included in the 2024 UC ANR Service Award Ceremonies?

UC ANR will hold two Service Award Ceremonies to celebrate and acknowledge employees who have achieved a milestone anniversary.

The Service Award Ceremony in June will recognize those who reached a service milestone between December 2023 and May 2024; the event in December will recognize those who reached a service milestone between June and November 2024.

Where will my service award package be mailed?

After the Service Award Ceremony, honorees will receive a congratulatory award certificate as a small token of our gratitude. Service award pins are given out at 10 years of service and then every 5 years. Packages will be mailed to the employee's UC ANR primary work location as indicated on the award recipient survey.

Can I receive additional service awards from my department?

To ensure equitable application of the Service Award recognition program, the recognition process will be centralized and coordinated through Human Resources. All service recognition awards are required to be non-tangible (non-cash) in accordance with UCOP Policy G-41.

I was never acknowledged for my 5 years of service. Why is this?

Starting in 2024, we added the 5-year milestone celebration to our program. This adjustment was made in an effort to express our appreciation to as many staff as possible, and we think that 5 years of service deserves to be acknowledged!

What if I haven't received a past UC service award?

Please contact Human Resources at humanresources@ucanr.edu. Please note priority will be given to this year's honorees.

For assistance, please contact us at humanresources@ucanr.edu