

## Information on Payroll Processing Calendar

<p>What is changing?</p>	<p>UCPath is asking that all locations adhere to the Payroll Processing Calendar posted at: <a href="#">UCPath Online&gt;Quick Links&gt;Payroll Resources&gt;Payroll Processing Schedules and Working Hours&gt;Payroll Processing Schedule 2020</a></p>
<p>Why is UCPath asking locations to adhere to the payroll processing calendar?</p>	<p>All transactions submitted for job data changes through Position Management (this may be limited to a few people at your location) and PayPath after the STOP date and before the confirm process has completed interrupt the payroll process and it has to be restarted. If all locations adhere to the schedule, we will be able to decrease payroll processing time.</p>
<p>What does this mean for a location?</p>	<p><b>Job data changes submitted through Position Management and PayPath:</b> The location must STOP submitting job data changes submitted through Position Management and PayPath for previous or the current pay cycle on the date and time shown in the Payroll Processing Schedule, and may RESUME these transactions as of the date and time shown.</p> <p><b>All other transactions:</b> Locations may continue to send other transactions after the STOP date and time. However, if these transactions impact pay, they will be included in the next pay cycle.</p>
<p>What transactions cannot be entered between the STOP and RESUME dates?</p>	<ul style="list-style-type: none"> <li>● PayPath transactions for previous or the current pay cycle</li> <li>● Position Management Updates</li> </ul>
<p>What can I continue to do in between the STOP and RESUME date/times?</p>	<ul style="list-style-type: none"> <li>● PayPath transactions <i>outside of the current on-cycle pay period</i>; e.g., if the current pay period corresponds to biweekly employees, you may enter monthly transactions</li> <li>● Non-PayPath transactions, e.g., HR templates and leaves</li> <li>● Transactions with effective dates beyond the current pay period (including PayPath transactions).</li> <li>● E-702 Funding Entry Page and E-703 Funding Upload is due a day (EOD) prior to the Pay Confirm date.</li> </ul>
<p>What happens if I forget and submit a job data change through Position Management and PayPath in between the STOP and RESUME dates?</p>	<ul style="list-style-type: none"> <li>● The transaction will interrupt the payroll process, and UCPath will pull the transaction out and restart the process.</li> </ul>

	<ul style="list-style-type: none"> <li>• The transaction interruption will be communicated to the location via the corresponding UCPATH Liaison. A discussion will occur to identify what process the location can put in place to avoid future problems.</li> </ul>
<p>Can't you just program the system to block my transaction?</p>	<p>UCPATH is currently developing a system fix to block transactions between the STOP and RESUME dates. The estimated delivery date on this system fix is by March 2021.</p>
<p>What happens if our location has an escalated issue and it needs to be included in the current pay period?</p>	<ul style="list-style-type: none"> <li>• Locations should submit a case and immediately contact QCU and their liaison.</li> <li>• QCU will assist in determining if a transaction should be submitted, and if so, will inform the location.</li> <li>• The liaison will ensure that the case is followed through to completion and the location is informed.</li> </ul>
<p>How do I correct errors in the E-010 error report I receive from UCPATH if I am not supposed to be in the system?</p>	<ul style="list-style-type: none"> <li>• Error corrections should be submitted by the inbound correction file deadline shown in the Payroll Processing Schedule.</li> <li>• If the corrections are not completed by deadline, they may be entered following the RESUME time and date, but they will not apply to the current pay cycle.</li> <li>• As needed, transactors may request an off-cycle payment</li> </ul>