UC San Diego

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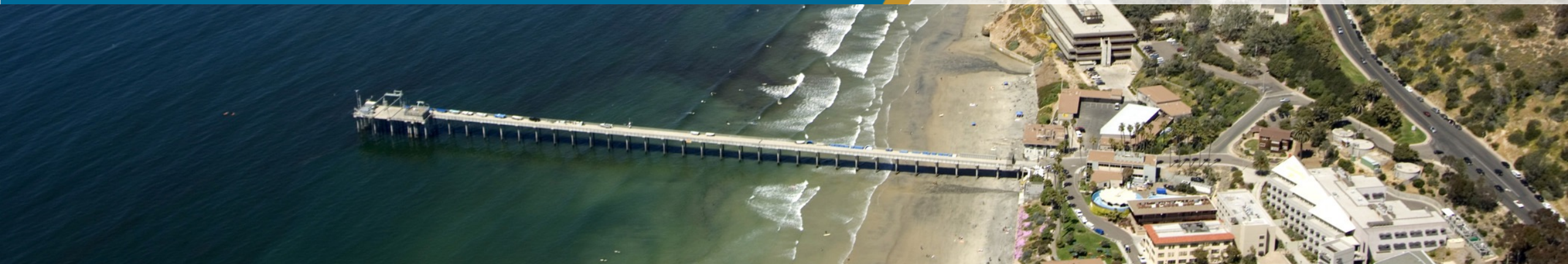
Health Sciences

Topic Based Zoom:
Payroll Requests & Processing Schedule

10/20/21

UC Path



Today's Topics

- Key Terms & Resources
- Payroll Processing & Transactions
- Scenarios
- Best Practices and Q&A

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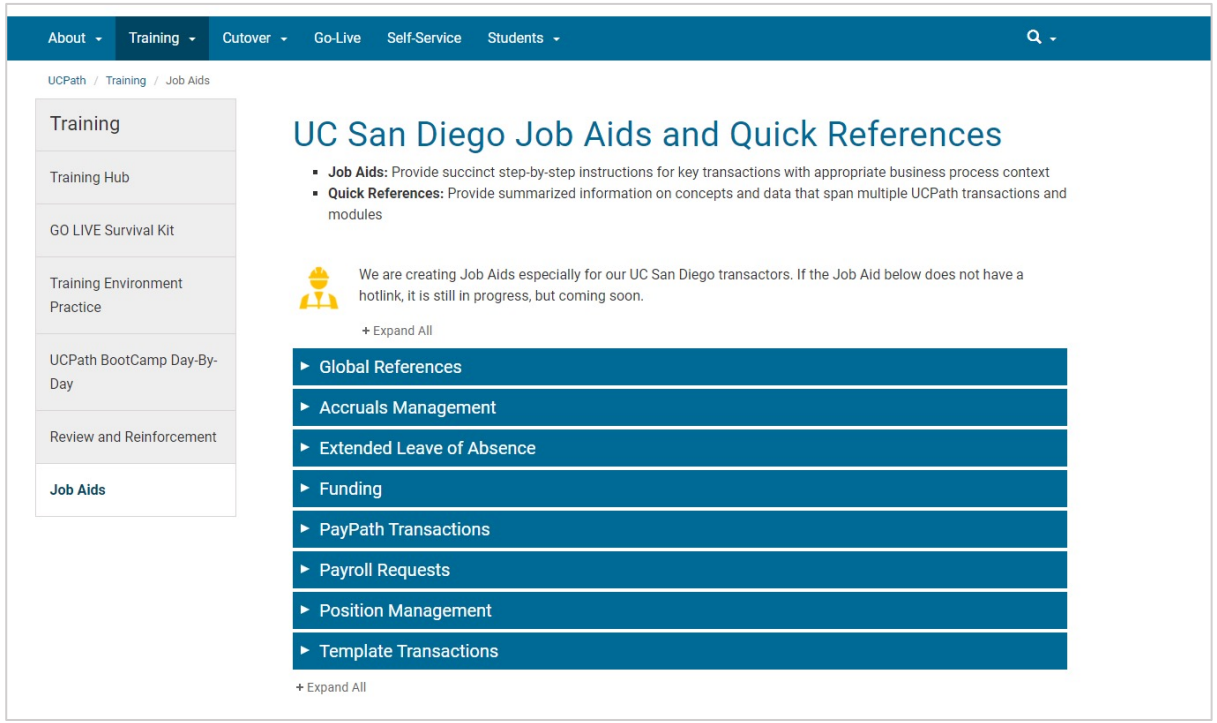
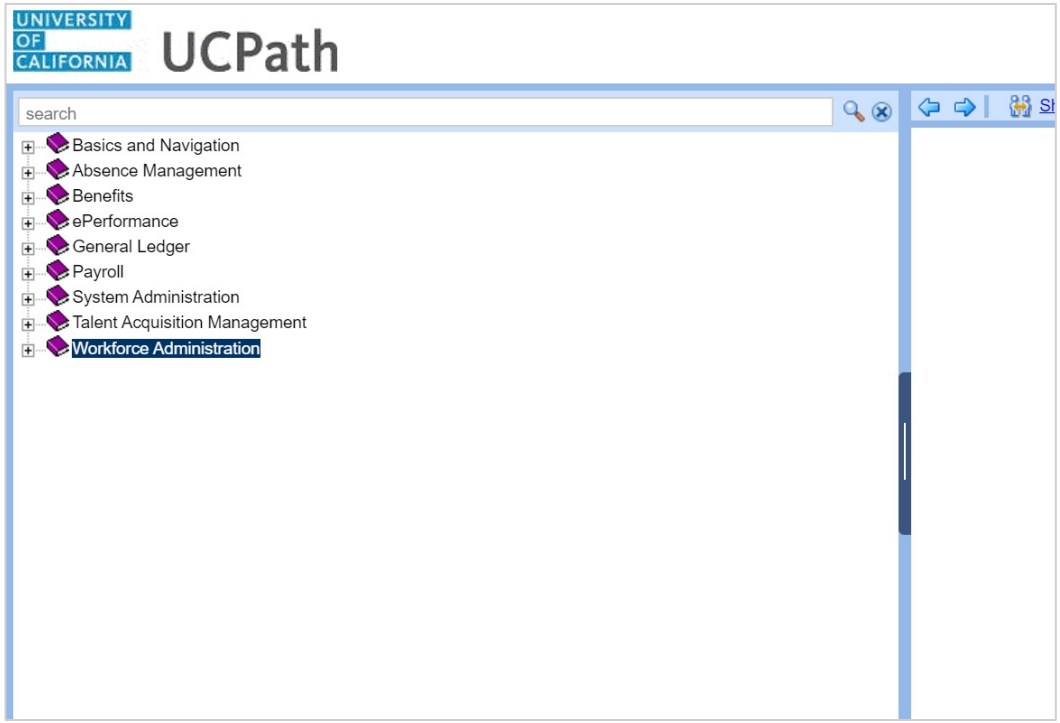
A Quick Look at Key Terms

UCPath Payroll Processing Schedule	Schedule used to process payroll for each pay group/cycle. Standard across all locations on UCPath. The Schedule is located on UCPath online.
Off Cycle Payroll Processing	Refers to processing payments and making corrections to finalized payroll. It is processing done outside of the normal on-cycle payroll schedule.
Payroll Request (E-078)	Used to submit single payroll transaction via Self Service Transaction Links page. Used by transactors for Final Pay, Overpayments and Off-Cycle requests.
One-Time Payment (E-353)	Used to submit One-Time Payment such as Star Award, Incentive Pay, Z Payment, etc. to be added to the on-cycle paycheck. Can also be used for missed Additional Pay
Additional Pay (E-330)	Used to submit recurring Additional Pay such as Stipends, Teaching Certification Pay, Uniform Allowance, etc. to be added to the on-cycle paycheck.
Missed Pay	Hours or earnings that were due, but not paid to the employee. Includes missed pay due to increase in FTE.
Retro Pay	The difference in earnings paid and owed to an employee for a prior pay period. Retro Pay can only be triggered if there was an on-cycle paycheck previously issued.

Resource Review

- UC San Diego Job Aids and Quick References: https://ucpath.ucsd.edu/transactors/job-aids.html
- UCPath Help Site for Transactional Users: https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/data/toc.html





Payroll Processing & Transactions

- Payroll Processing Schedule (On-cycle processing
- Off-cycle processing
- Employee Data Change deadline and other important column headings
- Types of payroll transactions
- Processing Order

Payroll Processing Schedule (On-Cycle Processing)

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location							UCPath Center						
								Campus		Med Center Only								
		Begin	End		• Employee Data Change *** (3:00 PM) After 3:00 PM changes will not be processed for current pay cycle	Stop Processing PayPath & Position Mngt (5:00 PM)	Resume Processing (6:00 AM)	• Inbound Files Due **** (2:30 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM) • E-703 Funding Upload	• Inbound Files Due **** (5:00 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM)	Pay Confirm	DDODS Burst (4:30 AM)	Accrual Post Confirm	GL Post Confirm (Complete Summary Level Data)	GL Post Confirm (Complete Detail Labor Ledger Data)	Pay Statements on UCPath (8:00 AM)	Leave Accrual Available on UCPath (After 5:00 PM)
MO	Mon 11-01-21	10-01-21	10-31-21	211031M0X	Tue 10-19-21	Fri 10-22-21	Wed 10-27-21	Thu 10-21-21	Fri 10-22-21	Thu 10-21-21	Fri 10-22-21	Tue 10-26-21	Wed 10-27-21	Mon 11-01-21	Thu 10-28-21	Thu 10-28-21	Sat 10-30-21	Mon 11-01-21
B1	Wed 11-10-21	10-17-21	10-30-21	211030B1X	Thu 10-28-21	Tue 11-02-21	Fri 11-05-21	Tue 11-02-21	Wed 11-03-21	Tue 11-02-21	Wed 11-03-21	Thu 11-04-21	Fri 11-05-21	Mon 11-08-21	Mon 11-08-21	Mon 11-08-21	Mon 11-08-21	
B2	Wed 11-24-21	10-31-21	11-13-21	211113B2X	Wed 11-10-21	Tue 11-16-21	Fri 11-19-21	Tue 11-16-21	Wed 11-17-21	Tue 11-16-21	Wed 11-17-21	Thu 11-18-21	Fri 11-19-21	Mon 11-22-21	Mon 11-22-21	Mon 11-22-21	Mon 11-22-21	Mon 11-22-21

- Each row on the Payroll Processing Calendar lists the deadlines for that pay cycle/pay check date
- Payroll transactions that are processed on-cycle need to adhere to these deadlines
- If you miss the deadline to enter pay impacting transactions that are processed on-cycle they may need to be re-entered on the next pay cycle. (Ex: One-Time Pay Requests and Manage Accruals transactions).

UCPath Transactor Help Site *Job Aid: Review the Payroll Processing Schedule*

Off-Cycle Processing

- Payments that need to be made outside of the regular paycheck can be processed off-cycle
- Payroll requests that are processed off-cycle do not get processed according to these deadlines
- Off-cycle transactions are processed on a daily week-day basis, except on pay confirm dates and holidays
- UCPath off-cycle payroll requests processing time:
  - Request received before 2:00 p.m. are process the next business day
  - Request received after 2:00 p.m. are process within 2 business day
  - Check issue dates will be 2 days from the processing day.

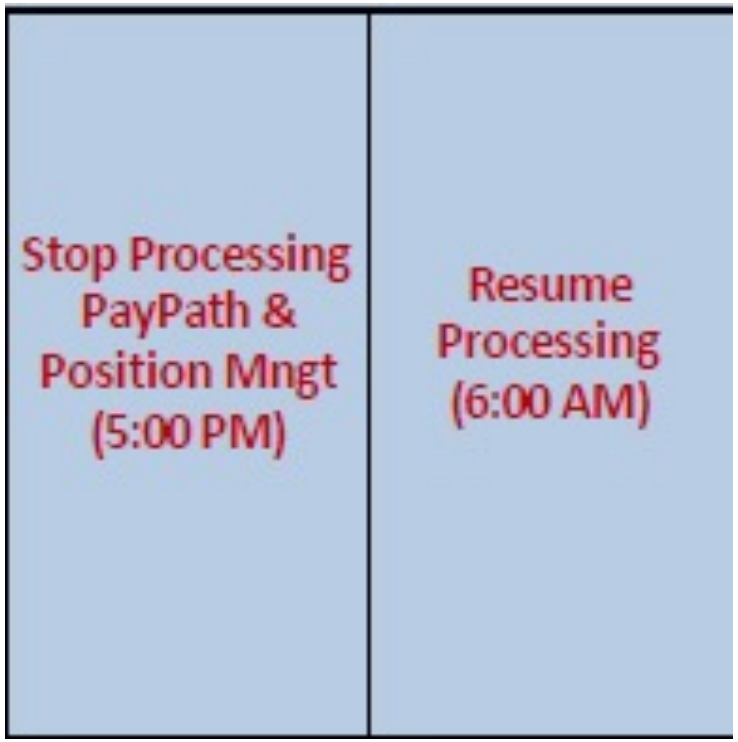
https://ucpathsupport.force.com/askucpath/s/article/When-are-off-cycle-payroll-transactions-processed

Payroll Processing Schedule

*** Employee Data Change			
• One Time Pay	• Mass Hire	• Leave Transaction	• Retro Pay
• Manage Accrual	• HR template	• Union Enrollment	

- The Employee Data Change Deadline is the deadline to make employee data changes that affect payroll.
  - Must be submitted and approved in UCPath by 3:00 PM.
  - Changes submitted after 3:00 PM will not be included in this pay run.
  - Non-pay impacting HR Template and Leave of Absence transactions can still be submitted.
  - Pay impacting transactions will not be processed until the date and time shown in the Resume Processing column and will instead be included in the next pay cycle.
    - Exceptions: One-Time Pay and Manage Accrual will need to be resubmitted on the next pay cycle

Payroll Processing Schedule

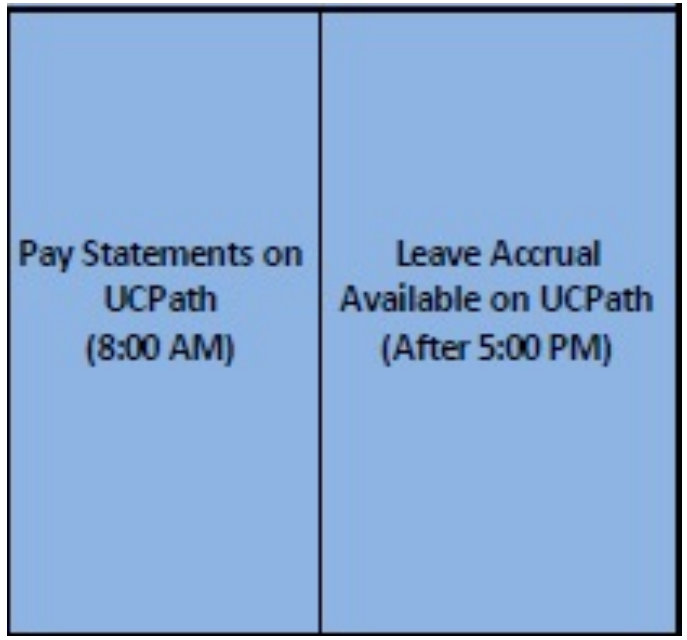


- Stop Processing PayPath & Position Mngt (5:00 PM) and Resume Processing (6:00 AM)
  - This is the period you should not submit any **PayPath or Position Management** transactions for employees in that pay cycle
  - You may continue to submit other transactions, such as Template Transactions, but they will not affect the paycheck for that row
  - Ex: If it is a BW pay cycle, you should not submit any PayPath or Position Management transactions for employees paid on the BW pay cycle. You may continue to submit transactions for employees on the MO pay cycle.

Payroll Processing Schedule

- Pay Confirm
  - This is the date that the paycheck has been finalized. You will be able to view in Review Paycheck Summary.
  - UCPC may still be able to make corrections or put a stop payment on a paycheck the period between the Employee Data Change deadline and Pay Confirm. If you have an urgent request, submit an inquiry to UCPC and submit a SNOW ticket so CCP can escalate your request QCU. Remember, the closer you get to Pay Confirm the less likely your request can be done.
  - Funding Entry Updates need to be made by 7pm the day before Pay Confirm for the payroll to be charged to the funding source.

Payroll Processing Schedule



- Pay Statements on UCPath (8:00 AM)
  - Employees will be able to view pay statements in UCPath
- Leave Accrual Available on UCPath (After 5:00 PM)
  - Updated accruals and balances will be available in UCPath

Types of Payroll Transactions

Off-Cycle Pay Requests	Processed off-cycle
Final Pay Requests	Can be processed on-cycle or off-cycle
Overpayment Requests	Can be processed on-cycle or off cycle; identifies overpayment so UCPC can generate the Overpayment packet
Additional Pay (E-330)	Processed on-cycle; will not be included on this paycheck if the Employee Data Change deadline is missed, but will trigger retro pay if the employee had an on-cycle paycheck issued for that effective date
One-Time Payment (E-353)	Processed on-cycle; need to be re-entered on the next pay cycle if the Employee Data Change deadline is missed
Manage Accruals (E-084)	Processed on-cycle; need to be re-entered on the next pay cycle if the Employee Data Change deadline is missed

Payroll Requests – Processing Order

- Off-cycle requests should be submitted after necessary Job Data changes are made so that the correct information is reflected.
- Overpayment requests should be submitted before the Job Data changes are made. Necessary Job Data changes can be made right after you submit the overpayment request.
  - Ex: Employee should have been put on SWB two months ago. Now you need to submit an overpayment request for the two months. If you submit the Job Data update to put the employee on SWB first, then you will not be able to enter the overpayment request. You will get an error message saying employee was not on active payroll status for those dates. If you already submitted the SWB and cannot enter the overpayment request, no worries, you can submit an inquiry to UCPC to notify them of the overpayment. Just make sure to provide the same info you would have put on the overpayment request.
- Final Pay requests should be submitted after the Termination Template is submitted. You will want to reference the Termination Template transaction number in the comments of the Final Pay request.

Scenarios

- Increase in FTE
- Reoccurring Additional Pay
- Retro Trigger Cancellation

Scenario 1

You need to enter an increase in FTE from 80% to 100% for a monthly exempt employee effective 10/1/21. Today is 10/19/21 6PM.

Steps to take:

1. Check the Payroll Processing Calendar
   - 10/19/21 (3PM) is the Employee Data Change deadline for the 11/1/21 paycheck (for October earnings)
   - 10/22/21 (5PM) is the Stop Processing PayPath & Position Management
   - Since the deadline to affect the 11/1/21 paycheck has already passed there will be a missed pay of 20% FTE on the 11/1/21 paycheck
2. Submit the PayPath transaction to increase the FTE
   - Effective Date: 10/1/21
   - Review the Job Aid PayPath Action and Reason Codes (Academic) or PayPath Action and Reason Codes (Staff) to determine the Action/Action Reason Codes that best describe your situation
   - Reminder: FTE updates that need to be made on an existing effective dated row must be submitted to UCPC via Position Data Update Form and Job Data Update Form
3. Submit an Off-Cycle payroll request
   - Earnings Begin and End Dates: 10/1/21 and 10/31/21
   - Check the UCPath Monthly Working Hours 2021; for October 2021 there are 21 working days in the month
   - Enter Salary % = (21/21) x 20 = 20%
   - Reminder: Salary % = (# days worked for which the employee is owed/# working days in month) x FTE

Scenario 2

You need to enter a reoccurring additional pay for a monthly employee for October 2021 through December 2021 for $500/mo. The employee has no other pay. Today is 10/19/21 5PM.

Steps to take:

1. Check the Payroll Processing Calendar
   - 10/19/21 (3PM) is the Employee Data Change deadline for the 11/1/21 paycheck (for October earnings)
   - 10/22/21 (5PM) is the Stop Processing PayPath & Position Management
2. Since the employee has no other pay the employee will not receive a 11/1/21 paycheck. If the employee needs the money due to financial hardship, you may choose to submit the missed additional pay on an Off-cycle pay request. If the employee can wait, you can enter a One-Time Payment for the missed Additional Pay for October on the next pay cycle.
   - Earnings Amount: $500
   - Earnings Being and End Dates: 10/1/21 and 10/31/21
3. Enter Additional Pay in PayPath for November-December
   - Effective Date: 11/1/21
   - End Date: 12/31/21
   - Pay Period Amount: $500
   - Goal Amount: $1000
   - Reminder: Only check the Prorate Additional Pay check box if you want UCPC to prorate the stipend if the employee terminates mid pay period.

Scenario 3

You entered a PayPath transaction to update the pay rate for a monthly employee effective 1/1/21. But you need to stop the retro pay trigger from being issued on the 11/1/21 paycheck because the employee would like for it to be issued off-cycle due to financial hardship. Today is 10/19/21 5PM.

Steps to take:

1. Check the Payroll Processing Calendar
   - 10/26/21 is Pay Confirm so you have some time
2. Submit a SNOW ticket so CCP can call into QCU to request the retro pay trigger to be cancelled
   - Cancellations to retro triggers can only be requested by CCP
3. Submit the off-cycle pay request once you receive confirmation that the retro pay trigger has been cancelled
   - Select Reason: Financial Hardship
   - Salary % = 100% because you want the difference in pay rate for all of the days worked/FTE
   - In the comments indicate that this is for the difference in pay rate; provide detailed notes and calculations

BEST PRACTICES

Payroll Processing Schedule

- Always review the payroll processing schedule before entering pay impacting transactions

Urgent Requests

- Submit a SNOW ticket to CCP for urgent pay impacting transactions before Pay Confirm

Notes

- Please confirm that off cycle requests for both cycles are blocked on all pay confirm dates for any cycle? **Yes. UCPC does not process off cycles on Pay Confirm for any pay cycles but you may continue to submit them.**
- Does position management includes position entry creation? **Creating a new position wont affect the payroll processing since there is no employee in the position.**
- BYA Pay: If when missed BYA payments is entered into PayPath (in the Additional Pay Data) section with a retro start date, will UCPath automatically pay back to the retro missed pay date or does the department need to submit a Payroll Request, E-078 request for the missed previous missed pay payroll cycle? I believe this processed changed, but just confirming. Since there is no other pay. **Please submit a SNOW ticket to CCP so we can take a look and reach out to UCPC if process has changed.**
- Is there an error report for one time payments that don't go through?
  - **If processed through Self Service Transaction Link, the transactor will be notified if all their transactions went through via E-330. Link is provided in the notification for Error Log.**
  - **If processed on I-618, the transactor will be notified of the error via E-010.**
- For additional pay for the months from Oct. to Dec., if we enter PayPath transaction in Nov., will the system trigger a retro pay for Oct.? **Only if the employee had a regular on cycle paycheck for October earnings. Retro pay cannot be triggered unless there is a paycheck to compare it to.**
- Do you know when the 2022 UCPath Production Processing Schedule will be available? **Target provided by UCPC is by the end of November.**

Notes

- Position Management - how about an update to “Reports To” for a filled position? Can we change that any time? It does not impact paychecks. **Changes to filled positions slow down payroll processing because the system flags that a change has been made and then UCPC has to stop processing to take a look at those employees.**
- “LIVE” situation right now. One of our Dept transactors is making these entries TODAY (after empl data change D/L but before the stop paypath D/L): He is increasing several MO employees’ compensation rates effective 10/1/21. If I understood this presentation correctly, this comp rate increase will miss the October monthly paycheck, and it will hit their November paychecks instead? **Correct. Since the Employee Data Change deadline was missed, the changes will not occur on this paycheck. The pay rate change will trigger retro pay for the difference and be issued with the next paycheck.**
- I have several cases for which we received notice of an employee’s comp rate increase after the job already terminated (the employee has other active jobs so they have not separated). Because the job terminated, the retro entry can’t be made in paypath and has to be done via a Job Data Update Form. Will that also automatically trigger retro pay to the employee? **According to the retro pay matrix, an increase in pay rate after the employee has already been terminated should trigger retro pay. Retro Pay Matrix. Please submit a SNOW ticket to CCP if you do not see this happen.**
- If we failed to put an employee on Short Work Break prior to the Oct 19 deadline, is there a way to prevent the overpayment from happening? **Yes, please submit an inquiry to UCPC requesting stop payment and a SNOW ticket and reference the UCPC inquiry number so CCP can escalate the stop payment before Pay Confirm. Sooner the better!**

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