

Topic Based Zoom:
Final Pay
6/8/22



Today's Topics



Review Key Terms & Critical Concepts



Final Pay Request: System Steps



Resources



Best Practices and Q&A



Final Pay	Includes final hours worked, final entitlement usage and/or payout, flat dollar amounts, and/or severance pay. Issued on-cycle or off-cycle.
Payroll Request (E-078)	Used to submit single payroll transaction via Self Service Transaction Links page. Used to request Final Pay, Overpayments and Off-Cycle checks.
Off Cycle Payroll Processing	Refers to processing payments and making corrections to finalized, payroll results outside of the normal payroll schedule.
Overpayment	Monies paid in error resulted from timesheet error, erroneous compensation rate, coding error on job record, severance repayment, erroneous payment to unpaid leave of absence, benefits deduction errors, FICA corrections, etc.
Payroll Deduction	An amount withheld from an employee's for example: insurance premium, benefit, investment account, voluntary wage deductions to satisfy an overpayment, etc.
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.
HR Status	Active Status denotes an active employee. Inactive Status denotes a terminated, retired or deceased employee.
Payroll Status	Controls paycheck creation. Active or Leave with Pay Status means the employee is active for payroll. Terminated, Retired, Short Work Break, Leave of Absence or Deceased means the employee is not active for payroll.

Final Pay is the last paycheck the employee will receive for their job. It can be issued on cycle or off cycle and may require a *final pay request* to be submitted to have it issued correctly.

A **Final Pay Request** is a **Payroll Request** transaction that is submitted to UCPath Center to provide information to be included on the employee's final pay.

Situations that require a Final Pay Request:

- 1 Involuntary Termination
- 2 Employee is represented and off cycle final pay is part of their contract
- 3 Employee has accruals that need to be paid out
- 4 Employee is unable to report all hours worked/leave used in Time & Attendance



If **any** of these are true then you will need to submit a **Final Pay Request**



If **none** of these are true then you **DO NOT** need to submit a Final Pay Request. The employee will receive their Final Pay as their last on-cycle paycheck

Final Pay Request: Off Cycle vs On Cycle

- The Off-Cycle Check box automatically defaults based on the termination type and whether the employee is represented
- Transactors cannot check or uncheck this box

Earnings | Leave

Transaction ID: NEW

----- EMP ID: ----- Empl Record: 0 Payroll Request: Final Pay Reason: Involuntary

Do you want to override the ChartField values?

Off Cycle?

Off Cycle (Box Checked)	On Cycle (Box NOT Checked)
<ul style="list-style-type: none">• Involuntary Termination• Voluntary Termination/Retirement:<ul style="list-style-type: none">• Represented, with a Union Code that requires off cycle final pay	<ul style="list-style-type: none">• Voluntary Termination/Retirement:<ul style="list-style-type: none">• Not Represented• Represented, with a Union Code that does not require off cycle final pay

Enter earnings for Off-Cycle final pay:

EXEMPT

- Enter Percent Salary that the employee is due
- $\text{Salary \%} = (\text{Standard Hours associated with Earnings Dates} / \text{Total Working Hours for the Month}) \times \text{FTE}$

UCPath Monthly Working Hours Calendar

Navigation: Quicklinks > Payroll Resources > Location Users - Administrators > Payroll Processing Schedules & Working Hours > Working Hours Calendar

NON-EXEMPT

- Include hours, day-by-day, for all days worked during the final pay period(s)
- Enter one row per day

NOTE: Pay End Date auto-populates based on the current pay period and cannot be updated. If hours worked are for after this pay period end date, include the details (earn code, day and hours) in the initiator comments.

UCPath Monthly Working Hours Calendar



2022 UCPath Monthly Working Hours Calendar

Year	Month	Dates of Holidays	Working Days in Month	Working Hours in Month	1/2 of Working Hours
2022	January	17	21	168	84
2022	February	21	20	160	80
2022	March	25	23	184	92
2022	April		21	168	84
2022	May	30	22	176	88
2022	June	20	22	176	88
2022	July	4	21	168	84
2022	August		23	184	92
2022	September	5	22	176	88
2022	October		21	168	84
2022	November	11, 24, 25	22	176	88
2022	December	23, 26, 30	22	176	88

The Total Working Hours for the Month will be: 160, 168, 176 or 184

UCPath Monthly Working Hours Calendar (Quicklinks > Payroll Resources > Location Users - Administrators > Payroll Processing Schedules & Working Hours > Working Hours Calendar)

Salary % =

(Standard Hours associated with Earnings Dates / Total Working Hours for the Month) x FTE

- Example: Voluntary Termination of a 50% FTE Monthly Exempt Employee who is represented by a union that requires off-cycle final pay. Last day worked is June 15, 2022.
 - Standard hours associated with 6/1/22-6/15/22 = 11 working days x 8 hours = **88** hours
 - Total Working Hours for the Month of June 2022 = **176** hours
 - Salary % = $(88 / 176) \times 0.50 \text{ FTE} = 0.25 = \mathbf{25\%}$

- Enter leave usage for:
 - Employees (exempt and non-exempt) who have used leaves that **will not** be captured in the on-cycle payroll processing
 - Enter one row per day
- Enter Comp Time Payout, if applicable
 - For On Cycle Final Pay, Comp Time Payouts can be done through Timekeeping
 - For Off Cycle Final Pay, enter Comp Time Payouts using the applicable Payout codes, see job aid
- Check the **Payout Accruals** box, if appropriate

If no leave hours are used you **must** explicitly state that in the comments or transaction may be delayed.

Information Required by UCPath:

Initiator Comments:

Last day on paid status: 04/30/2022
Termination Transaction ID: T000123456
Auto Termination Date: N/A
New outstanding balances:
EEMGLN \$3,500.00 PR00123456
Overpayment - PR00123123

Submit

- Last day on paid status: MM/DD/YYYY
- Termination Transaction ID:
- Auto Termination Date:
- New outstanding balances:
 - [Deduction code] \$ [Dollar amount] [PR Transaction Number]
 - [Overpayment - PR Transaction Number]

Comments are critical for final pay requests. Additional info to consider including:

The screenshot shows a web interface with two tabs: 'Earnings' (selected and highlighted with an orange border) and 'Leave'. Below the tabs is a large text area labeled 'Initiator Comments:'. To the right of this area are two buttons: 'Upload Documents' (orange) and 'View Attachment' (grey). Below the text area are two buttons: 'Submit' (orange) and 'Return' (orange).

The screenshot shows a web interface with two tabs: 'Earnings' and 'Leave' (selected and highlighted with an orange border). Below the tabs is a large text area labeled 'Initiator Comment:'. Below this area are two buttons: 'Submit' (orange) and 'Return' (orange).


- Details of time worked outside of current pay period (days and hours worked)
- If employee earns Additional Pay, list **Earn Code(s)** and amount(s)
- Any issues with the **Calc Salary**, include reasoning/math
- Explicit statement that employee did not use any accruals, if applicable
- Instructions for any special handling

[Job Aid: How to Request Final Pay for Exempt Employees](#)


[Job Aid: How to Request Final Pay for Non-Exempt Employees](#)

Final Pay Request


- Pre Process
- System Steps
- Next Steps




Termination/Retirement Template must be locally approved before submitting Final Pay request



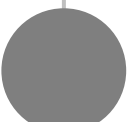
Employees on an unpaid leave of absence or short work break (SWB) will need to be returned from inactive payroll status prior to termination in order for final pay to be issued



If employee has multiple job records and is terminating from all records, a final pay request must be completed for each employee record that has associated compensation



Have information ready to complete the final pay request



Final pay is distributed however the employee normally receives their pay – either via direct deposit or paper paycheck mailed to the home address on file.

1

Navigate to the **Self Service Transaction Links** page

2

Click the **Create** link next to **Payroll Request**

3

Select **Final Pay** and **Termination** type

4

Enter **Empl ID** and select **Get Employee**

5

Enter **Earnings** and **Leave** details and **Comments**

6

Submit for local approval and UCPC processing

REMEMBER: A termination template transaction must be locally approved **prior** to submitting a Final Pay transaction

Final Pay Request | Select Employee

Payroll Requests

Payroll Request Type

1 *Payroll Request: Final Pay

2 Termination Type: Retirement

Employee Selection Criteria

3 Empl ID: [input]

Empl Rcd: [input]

Last Name: [input]

First Name: [input]

Business Unit: [input]

Department: [input]

Job Code: [input]

4 Get Employees

Return

For Employees with multiple jobs, verify the Empl Record, and select the desired record.

Name	Business Unit	Empl ID	Empl Record	Empl Status	Action	Reason Code	Effective Date	Position Number
[input]	SDCMP	[input]	0	Retired	RET	RET	06/30/2021	[input]

5 [input]

1. Select Payroll Request = **Final Pay**
2. Select **Termination Type**
3. Enter **EMPL ID**
4. Click **Get Employees**
5. After results are displayed, click the **employee's name** to proceed to the request page

Final Pay Request | Earnings Detail - Exempt

Earnings | Leave

Transaction ID: NEW

EMP ID: Empl Record: 0 Payroll Request: Final Pay Reason: Involuntary Off Cycle?

Do you want to override the ChartField values?

New Payroll Requests Find | View All First 1 of 1 Last

1 *Earnings Code: REG Regular Pay Gross-Up

2 *Earnings Begin: 03/01/2018 *Earnings End: 03/31/2018

3 Salary %: 20.00 Monthly Salary: 12724.814167

Hourly Rt Used: 73.131116 Calc Salary: 2544.962833

Hours: 34.800000

Pay End Date defaults to end date of current pay cycle (biweekly or monthly). Any time worked after this date must be entered in the Comments with Earn Code, Begin and End Date, and Hours.

The Earnings End date cannot be a date after the employee's separation date. Earnings dates cannot be selected when the employee was on an inactive payroll status (LOA, SWB, terminated, before hire, etc).

4 Initiator Comments:

5 Upload Documents View Attachment

Submit Return

1. Enter **Earnings Code**
2. Enter **Earnings Begin** and **Earnings End** to encompass pay period days worked (**Earnings End** = Last Day Worked)
3. Enter **% Salary**; verify **Hours** and **Calc Salary** populated correctly (if any discrepancies, explain and provide math in comments)
4. Enter **Initiator Comments**; both local Approver and UCPC will see these comments.
5. **Upload Documents** if needed

Final Pay Request | Earnings Detail – Non-Exempt

Earnings | Leave

Transaction ID: NEW

Rennie Alarcon-Reverte

EMP

ID: 10339638

Empl Record: 0

Payroll Request: Final Pay

Reason: Involuntary

Off Cycle?

New Payroll Requests Find | View 1 First 1-2 of 2 Last

1 *Earnings Code: REG	<input type="text"/>	<input type="checkbox"/> Gross-Up
Earnings:	<input type="text"/>	*Pay End Date: 04/06/2019
2 *Earnings Begin: 04/05/2019	<input type="text"/>	*Earnings End: 04/05/2019
Salary %:	<input type="text"/>	Pay Rate:
Hourly Rt Used:	<input type="text"/>	Calc Salary:
3 Hours: 8.000000	<input type="text"/>	Hourly Rate: <input type="text"/>
+ -		
*Earnings Code: REG	Regular Pay	<input type="checkbox"/> Gross-Up
*Earnings Begin: 04/03/2019		*Pay End Date: 04/06/2019
Hours: 8.000000		*Earnings End: 04/03/2019

Pay End Date defaults to end date of current pay cycle (biweekly or monthly) and cannot be updated.

Any time worked after this date must be entered in the **Initiator Comments** with Earn Code, Begin and End Date, and Hours.

The **Earnings End** date cannot be a date after the employee's separation date. Earnings dates cannot be selected when the employee was on an inactive payroll status (LOA, SWB, terminated, before hire, etc).

1. Enter **Earnings Code**
2. Enter **Earnings Begin** and **Earnings End** date (must match)
3. Enter **Hours** worked that day
4. Add rows and repeat as needed to capture time worked to **Pay End Date**
5. Enter **Initiator Comments**; both local Approver and UCPC will see these comments.
6. **Upload Documents** if needed

Final Pay Request | Leave Detail

Earnings **Leave**

Transaction ID: NEW

Rennie Alarcon-Reverte EMP ID: 10339638 Empl Record: 0 Payroll Request: Final Pay Reason: Involuntary Off Cycle? **Payout Accruals?**

Do you want to override the ChartField values?

Leave tab: Enter leave type (sick, vacation, COVID, etc.) that will not be submitted via Time & Attendance.

Check the **Payout Accruals** box to indicate to UCPC to calculate final payout of eligible amounts.

New Payroll Requests Find | View All First 1 of 1 Last

5 + -

2 *Earnings Code: VAC Vacation Leave-Used Salaried

3 Hours: 8.000000

4 Earnings Begin: 03/20/2018 Earnings End: 03/20/2018

Earnings Begin and Earnings End dates must match. Each Earnings Code and day requires single row per entry. Only enter dates in current pay period.

6 Initiator Comment:

7 Submit

Return

Return discards entries and returns to Search page.

1. Check **Payout Accruals** if appropriate
2. Enter **Earnings Code**
3. Enter Leave earning **Hours** taken that day
4. Enter **Earnings Begin** and **Earnings End** dates (must match)
5. Add rows as needed to capture Leave earning hours taken within pay period
6. Add to **Initiator Comments** if needed
7. Click **Submit**

Check the **Off-cycle Dashboard** on UCPATH Online to monitor the status of the final pay request

1

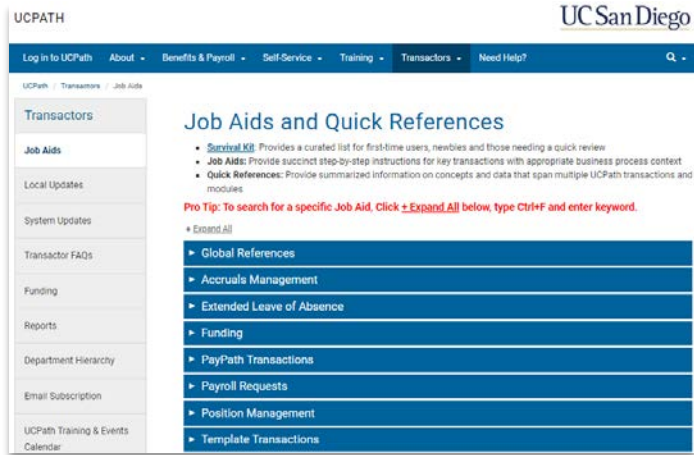
- Processing is daily except for UC holidays and Pay Confirm days
- Payroll Requests (E -078) received by 2:00pm will be processed on the next business day
- Payroll Requests (E -078) received after 2:00pm will be processed within two business days
- Check issue date will be 2 days from processing date
- Pay will be received however the employee normally receives pay (direct deposit or paper paycheck)

Check the **Review Paycheck Summary** Page to see finalized payment details the employee will receive

2

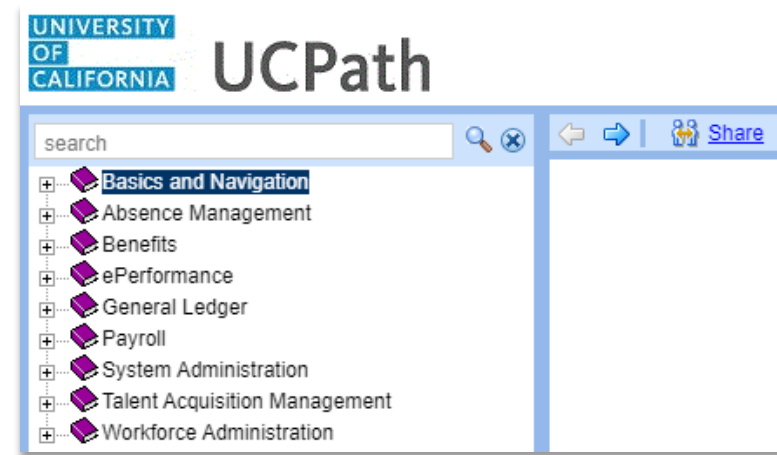
- Available the day after the Pay Confirm Date listed on the Payroll Processing Calendar for the applicable pay period

[UC San Diego Job Aids and Quick References](#)



- [How to Request Final Pay for Exempt Employees](#)
- [How to Request Final Pay for Non-Exempt Employees](#)

[UCPath Help Site for Transactional Users](#)



- [Submit Final Pay Request](#)
- [Approve Final Pay Transaction](#)
- [Job Aid: Termination and Final Pay](#)



Termination/Retirement Templates must be submitted and locally approved before Final Pay Request

- UCPath Center will not process the Final Pay Request if the Termination/Retirement Template has not been locally approved



Coordinate with other departments as needed

- If an employee has multiple jobs and is terminating for each of them, a final pay request must be completed for each employee record that has associated compensation and coordination between departments may be required



Comments are critical

- Final Pay Request Comments Template
- Consider if there is additional information that needs to be included



Off Cycle Final Pay: Check the DO NOT PAY box in Ecotime

- For off-cycle final pay, make sure you check the DO NOT PAY box in Ecotime so hours are not sent with the regular on-cycle I-181 file
- If the Final Pay is off-cycle, UCPC cannot refer to the regular time files, so you will need to enter all earnings on the final pay request



Do not forget to check the Payout Accruals box

- If the box is not checked and the employee has accruals to be paid out, it will be distributed on a separate check and there will be tax implications for the employee



Additional Pay is calculated by UCPC

- Enter comments on Final Pay Request
- Review PayPath to confirm:
 - ✓ Prorate box is checked
 - ✓ The End Date is the Last Day Worked



Review key resources as often as you need to

- How to Request Final Pay for Exempt Employees
- How to Request Final Pay for Non-Exempt Employees
- Submit Final Pay Request
- Approve Final Pay Transaction
- Job Aid: Termination and Final Pay

The logo features the letters 'UC' in white on a yellow square background. To the right, the word 'Path' is written in a blue, italicized sans-serif font. This text is enclosed in a blue rectangular frame with a white border. At the top right corner of the frame, a blue trident symbol is integrated into the design.

UC *Path*

UC San Diego

UC San Diego
Health Sciences



- Does this Final Pay apply to TES employees earned vacation time? **TES go through a different process because they are floaters. Check with TES about your TES employees.**
- Does the payout accruals box pay all accruals out (comp and vacation)? I'm a little confused how that is paid out if they don't use any comp time and need to be paid out. **No, comp time is a location owned balance so it is not included in the "Pay Out Accruals check box calculation". It either needs to be paid out through Timekeeping or listed out on a row in the leaves tab of the final pay request. Use the applicable comp time payout codes listed on the final pay job aids on our job aids page <https://ucpath.ucsd.edu/transactors/job-aids.html>**
- For entering Comp Time payout using Timekeeping (EcoTime), how would we do that? **Please refer to the Ecotime Quick Guide: [Comp Time Payout - Reviewing and Initiating](https://blink.ucsd.edu/finance/payroll/timekeeping/ecotime/training.html#Quick-Guides) Available on Ecotime's Blink page <https://blink.ucsd.edu/finance/payroll/timekeeping/ecotime/training.html#Quick-Guides>**
- Can you please share the link with earn codes? **The Earn Codes link can be found on <https://ucpath.universityofcalifornia.edu/pages/payroll-configuration-codes>**
- **To be used in combination with this job aid:**
<https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/index.html?Guid=b61d4314-0319-476e-93f1-2c61195466b7>

- Can we issues additional z payments after end date? such a incentives for Faculty, etc? **For questions about academic compensation contact academic compensation contact SME Kelly Maheu**
- Sorry if I missed it, but there was an email with a list of items that need to be included in the Comments on Final Pay requests. Can you review those? **Check out our [local final pay job aids](#) and the [UCPath Help Site Job Aid: Termination and Final Pay](#)**
- For monthly exempt final pay: Are paid holidays part of the calculation for %paid? For example final day is 6/22 - how does the 6/20 paid holiday factor into the calculation? **For exempt employees the holiday hours are captured in their monthly salary. The total working hours of the month only includes the working days/hours. For the final pay calculation you only need to factor in the working hours included in the earning period. If you would like walk through the Salary % calculation for your specific situation please schedule a 1:1 appointment at: <https://calendly.com/ucpathtransactionsupport>**
- There was a glitch previously where we had to add 1 hour of pay on the Leaves tab in order to do an accrual payout, and then add a comment that we are just paying out accruals and to ignore the 1 hour entered. Do we still need to do this? **Yes, a recent change updated the system to allow additional earning codes when submitting payouts. This change also made the “hours” field required when the “payout accruals” box is checked. If no hours are entered, transactor will receive an error message. UCPath will continue to calculate the hours until a future change request auto-populates this field. In the meantime, enter “1” in the “hours” field to submit the transaction. We will remove this guidance from the Job Aid when this defect is fixed.**

- Do we have to enter holidays into the earnings tab? If so, what is the earnings code? **Depends on your employee type. HOL, HLP and HLS is entered on the Earnings tab, HLN is entered on the Leaves tab.**
- If vacation time used is reported in EcoTime, say for June, and the employee's Final Pay, payout accruals is requested and will be paid on time for PPE 6/30, will the system know to deduct the vacation time used from EcoTime, or does this vacation time used need to be entered in UCPATH in Final Pay? **For On Cycle final pay yes.**
- Postdocs are represented, but their contract does not require off-cycle final pay. In my past experience, the off-cycle checkbox automatically checks itself anyway. In such cases, since we cannot uncheck the box, do we simply write in the comments “please issue final pay on-cycle”? **Yes.**
- One of our employees let us know that they reported 6/30/2022 as their anticipated LDW with the RASC, to ensure there are no issues that means we would need to submit our UCP retirement transaction effective 7/1 with LDW 6/30 to match RASC's records correct? The employee is ok with potentially not receiving the COLA benefit if we use these dates. **Refer to [Retirement Transaction Process for July 1 Retirement Date job aid](#) and RASC determines eligibility and if they are aware that the 6/30/22 LDW and the employee is aware that they will not receive the inactive COLA then it sounds like the key parties are agreeing to this.**

- I'm new, so forgive me, but I'm still confused if I need to issue a Final Pay Request. I have a Faculty who is separating at the end of the month. I have already submitted the voluntary termination transaction. Nothing applies to her status except she is represented. I'm not sure that off cycle is part of their contract. I called UC Path and I was told yes but if she's separating on 6/30/22, would she be paid on cycle? And do I need to submit a final pay request? **If the employee is represented and an off cycle final pay is required according to their contract then the off cycle check box will be checked on the final pay request. A quick way to check is by going into the final pay request and taking a look at the off cycle check box to see if it is checked/unchecked.**
- UCPath has some positives but has introduced a degree of unpredictability. We frequently feel that UCPath advises things that are contradicted in the Job Aids or different UCPath reps advise different (and sometimes contradictory) direction. We are all adapting to this new system but the uncertainties make it difficult. **When you notice discrepancies in processing/answers provided by UCPC please open a SNOW ticket and reference the UCPC inquiry number so we can bring this up to our UCPC liaison. As of May 27, UCPath has 40 vacancies out of a budgeted headcount of 413. Of 83 hires this fiscal year, 40 are internal UCPath hires, which resulted in additional vacancies. Check out UCPath new Metrics Dashboard to see metrics for service targets and turnaround times you can also filter by the type of transaction/cases. <https://sp.ucop.edu/sites/UCPathLoc/Metrics> and [UCPath Metrics Site job aid](#)**
- Where is the off cycle dashboard, please? **Quicklinks > Offcycle Dashboard**