

Micro Learning: Payroll Requests & Checking Status

11/8/22





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 to request Final Pay, Overpayments and Off-Cycle checks.
Overpayment	Monies paid in error as a consequence of 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..
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.
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.

Navigation: **Workforce Administration** tile collection > **Payroll Tasks** tile > **Payroll Transactions** folder > **Self Service Transaction Links** page > **Payroll Requests (E-078)**

Final Pay Request

1

- Used for On-Cycle or Off-Cycle Final Pay for an employee separating from a position
- Make sure Termination/Retirement Template is locally approved before submitting Final Pay Request
- [How to Request Final Pay for Exempt Employees](#)
- [How to Request Final Pay for Non-Exempt Employees](#)

Off Cycle Pay Request

2

- Used to issue Missed Pay
- Make sure Job Data is corrected before submitting Off-Cycle Request
- [How to Request Off-Cycle Pay for Exempt Employees](#)
- [How to Request Off-Cycle Pay for Non-Exempt Employees](#)

Overpayment Request

3

- Correct Job Data after submitting Overpayment Request
- [How to Process an Overpayment Payroll Request](#)

1

Reason

- Final Pay: Select Termination Type
- Off Cycle: Select applicable reason code
- Overpayment: Select Current or Prior Year

2

Empl Record

- For employees with multiple Empl Records, verify and select the correct Empl Record

3

Pay End Date

- Pay End Date auto-populates based on the current pay period and cannot be updated. If hours need to be included outside of this pay period, include the details (day and hours) in the comments box to inform UCPC.

4

Earnings Tab

- Use correct Earn Codes
- Exempt: Enter Salary Percent based on working hours in the month and FTE
- Non-Exempt: Enter hours, day-by-day, for all days to be paid; enter one row per day. (One exception: If 80 hours of REG pay only, enter pay period begin and end date in the earnings begin/end field and 80 hours on one row)

5

Leaves Tab

- Enter leave usage for Off-Cycle and Off Cycle Final Pay:
 - Employees (exempt and non-exempt) who have used leaves that will not be picked up in Timekeeping
 - Enter one row per day
- Check the Payout Accruals box if appropriate (especially for Final Pay)

6

Comments

- Initiator Comments are required and visible to both local Approver and UCPC
- Critical for Final Pay requests

1

The **UCPath Payroll Processing Schedule** is important when determining Off Cycle pay dates

- [UCPath Payroll Processing Schedule 2022](#)
- [Payroll Processing Schedule Information](#)

2

Off-Cycle requests require **5 business days** to process:

- Day 1: Processing
- Day 2: Processing
- Day 3: Pay Confirm & Bank file sent
- Day 4: ACH Processing
- Day 5: Pay Day

3

Off-Cycle Requests received by **2PM** begin processing the same day

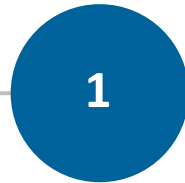
- Requests received after 2PM will begin processing the next business day

4

Off-Cycle requests are not processed on **On-Cycle Pay Confirm days** or **holidays**

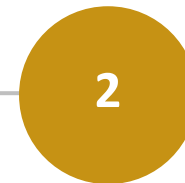
- Example: If an off-cycle request is locally approved before 2PM on Wednesday and Thursday is an on-cycle Pay Confirm day and Friday is a holiday the off-cycle check will be issued on the following Thursday

Check the **Off-Cycle Dashboard** to monitor the status of payroll requests



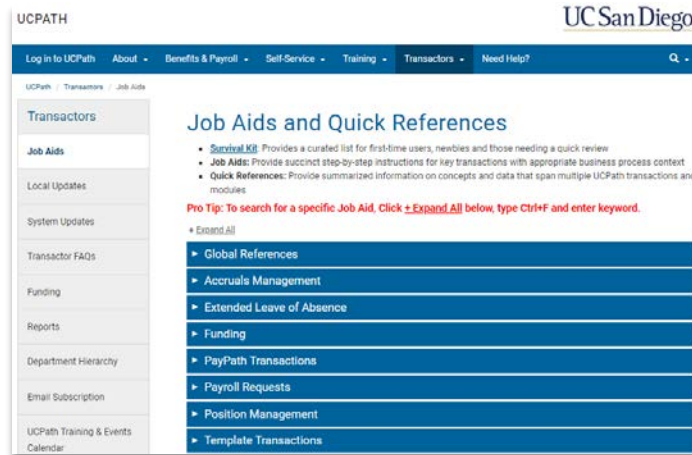
- The Off-Cycle Dashboard in UCPATH allows you to track the status of submitted final pay, off-cycle, and overpayment transactions and submitted interface files
- [Job Aid: Off-Cycle Dashboard](#)

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



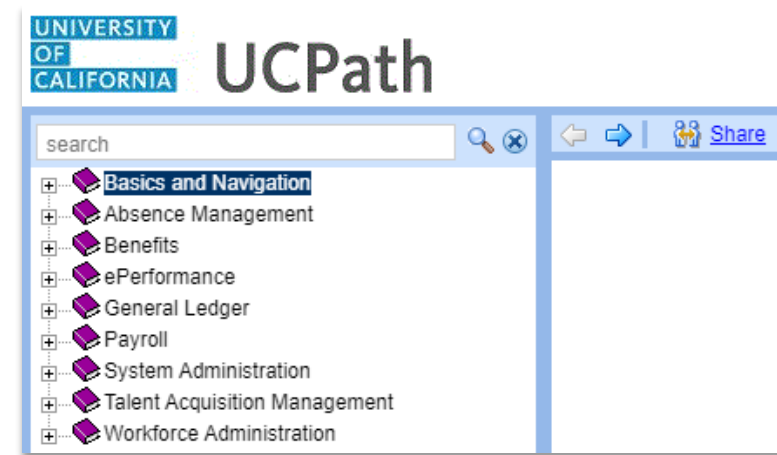
- Available the day after the Pay Confirm Date listed on the Payroll Processing Calendar for the applicable pay period

[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](#)
- [How to Request Off-Cycle Pay for Exempt Employees](#)
- [How to Request Off-Cycle Pay for Non-Exempt Employees](#)
- [How to Process an Overpayment Payroll Request](#)
- [Guidelines for Off-Cycle Processing](#)

[UCPath Help Site for Transactional Users](#)



- [Submit Final Pay Request](#)
- [Approve Final Pay Transaction](#)
- [Job Aid: Termination and Final Pay](#)
- [Submit Overpayment Pay Request](#)
- [Submit Off-Cycle Pay Request](#)
- [Approve Payroll Request - Off Cycle](#)
- [Job Aid: Off-Cycle Dashboard](#)

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, enclosed within a blue rectangular frame that has a trident symbol at its top-right corner.

UC

Path

UC San Diego

UC San Diego

Health Sciences