

Micro Learning:
Final Pay
6/7/22



Determine if you need to submit a final pay request

1

Situations that require a Final Pay request:

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

Double check that the Termination/Retirement Template is **locally approved**

2

- You will need the transaction number for the initiator comments on the Final Pay request

Have **information ready** to complete the final pay request, including:

3

- Empl ID
- Empl record number
- Earnings Dates
- Final Pay Comments Template:
 - Last Day on Paid Status: MM/DD/YYYY
 - Termination Transaction ID:
 - Auto Termination Date:
 - New Outstanding Balances:

1 Select Payroll Request type: **Final Pay**

2 Select **Termination Type**

3 Enter the **Employee ID** and select the **Employment Record Number**

4 Review the **Off-Cycle** check box

You cannot check or uncheck this box. It will default based on the termination type and whether the employee is represented – for off cycle final pay all earnings must be included on the earnings tab because the system will not be able to refer to the on-cycle time files.

5 Enter data in the **Earnings Tab**

For non exempt employees enter hours day by day.
For exempt employees enter Salary % field.
Salary %= (Standard Hours associated with Earnings Dates / Total Working Hours for the Month) x FTE

6 Enter data in the **Leaves Tab** and check the Pay Out Accruals box, if applicable

7 Enter **Comments** and click **Submit**

- Last Day on Paid Status: MM/DD/YYYY
- Termination Transaction ID:
- Auto Termination Date:
- New Outstanding Balances:

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

1

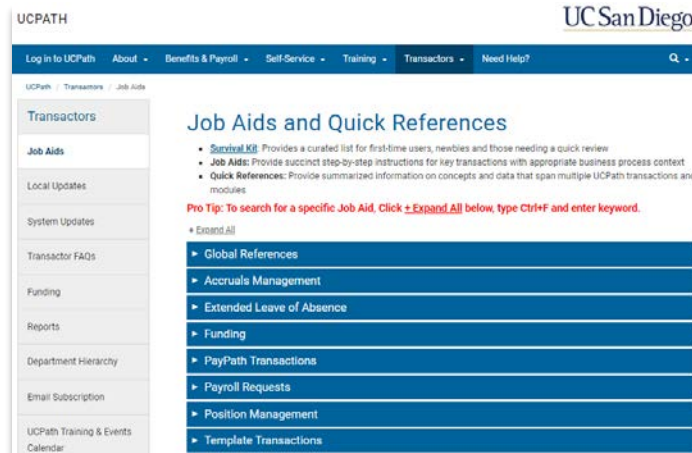
- Processing is daily except for UC holidays and Pay Confirm days
- Payroll Requests (E -078) received by 2:00pm will be processed on the next business day
- Payroll Requests (E -078) received after 2:00pm will be processed within two business days
- Check issue date will be 2 days from processing date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

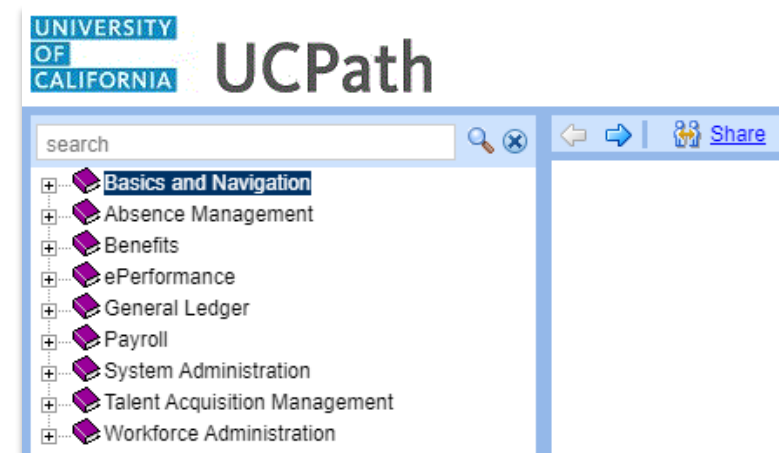
- Available the day after the Pay Confirm Date listed on the Payroll Processing Calendar for the applicable pay period

[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](#)

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. The 'Path' text is enclosed in a blue rectangular frame with a white border. A blue trident symbol is positioned at the top right corner of the frame.

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