Today's Topics

Key Terms & Concepts

Payroll Request Considerations

Best Practices & Review

Q&A

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PREVIEW | A Quick Look at Key Terms

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.
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 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..
Payroll Deduction	An amount withheld from an employee's pay, in order to satisfy an overpayment, insurance premium, benefit, investment account, 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.
Retro Pay	The difference in earnings paid and owed to an employee for a prior pay period.
Missed Pay	Hours or earnings that were due, but not paid to the employee. (Don't use retro earn codes.)
Expedited Pay Card	An option to expedite payment to an employee to mitigate issues caused by employee missing their regularly scheduled pay and experiencing a financial hardship

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What are Payroll Requests in UCPath?

There are three different Payroll Requests that can be submitted in UCPath. Payroll requests are often referred to as **E-078**.

1

Final Pay Request

On-Cycle or Off-Cycle Final Pay for an employee separating from a position

2

Off-Cycle Pay Request

Pay to correct payroll outside normal payroll schedule (e.g., provide missed pay)

3

Overpayment Pay Request

Identifies overpayment so UCPC can generate the Overpayment packet

An Expedited Pay Card is another way to provide off-cycle pay to an employee.

Self Service Transaction Links Page | Navigation

In order to submit a Payroll Request, navigate to the **Self-Service Transaction Links page** and select the **Payroll Request lin**k.

NAVIGATION

➤ PeopleSoft Menu

➤ UC Customizations

➤ UC Extensions

➤ **Self Service Transaction Links**

Self Service Transaction Links

One-Time Payments
Submit one-time payments for approval

Upload One-Time Payment File
Submit one-time payment file for approval

Payroll Request
Submit Final Pay or Off-Cycle Payment For Approval

Manage Accruals
Submit Payouts, Accruals, Adjustments, Takes and Hours adjustments for approval

Additional Pay
Grant an employee additional pay

Upload Regular Time Entry File
Submit Regular Time Entry file for approval

Approve One Time Pay
Approve One Time Payment Request

Approve One Time File
Approve One Time File Upload Request

Approve Payroll Requests
Approve Payroll Requests

Upload E-084 File
Upload I-181 format file into Manage Accruals to create transactions and initiate AWE

Approve Additional Pay
Approve Additional Pay Request

Approve Regular Time File
Approve Regular Time File upload request

Payroll Request | Navigation

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Payroll requests consist of two tabs: **Earnings** and **Leave**

If checked, the Gross-Up checkbox will pay the indicated earnings amount **AFTER** taxes.

- **Earnings** tab captures time worked/overpaid

- **Leave** tab captures vacation and sick earnings/overpaid

- **Initiator Comments** are required and visible to both local Approver <u>and</u> UCPC

- Comments can be updated by the Approver before processing

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Earnings and Leave Tabs | Data Entry

EARNINGS

Enter earnings for Off-Cycle final pay:

Exempt:
- Enter Percent Salary based on working days in the month and FTE

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

NOTE: 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 the UCPath Center.

LEAVE

- Enter leave usage for:
    - Off-Cycle Final Pay
    - Employees (exempt and non-exempt) who have used leaves that **will not** be picked up in pay compute
- Enter one line per day
- Make sure to **check the Payout Accruals box** if appropriate **(esp. for Final Pay)**
- **Comments are critical and Pay Request dependent**

Salary % Field for Monthly Employees

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On the Earnings tab	When determining percent employee worked in final month, consider the following	Comments Example Adjusting for Salary % < 100%
The Salary % field calculates the amount owed to the employee based on their FTE and percent worked.	Days must be prorated based on the monthly working days for a particular month. There are four possible variations, based on 100% of days worked: ▪ 184 Hour Month = 23 Working Days ▪ 176 Hour Month = 22 Working Days ▪ 168 Hour Month = 21 Working Days ▪ 160 Hour Month = 20 Working Days *Due to a known defect, monthly employees with a Salary Percent of less than 100% may need the Salary % calculation adjusted by the FTE indicated in the comments. (# days worked/# working days in month) * FTE * MO Sal*	Sept 2019 has 21 working days, employee worked 5 days: • 5/21 = 24% * 1.0 FTE = 24% • 5/21 = 24% * 0.8 FTE = 19% • 5/21 = 24% * 0.5 FTE = 12% *Multiply by MO Salary*

NOTE: If the Salary Percent used yields the incorrect Calculated Salary, utilize the comments to explain the difference (show your math). Start your comments with "PLEASE DISREGARD DATA ABOVE, SEE CORRECT DATA BELOW:" – replicate all fields on the page within the comments.

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Evaluating Incorrect or Missing Pay

It is critical to review Job Data and correct any information that is driving incorrect pay. Job Data corrections should be done **BEFORE** submitting a Final Pay or Off Cycle Payroll Request; however, Job Data should be corrected **AFTER** the Overpayment Request has been submitted.

In Job Data, check the following tabs which include the fields and data that impact pay:

1. **Work Location**: Date Created

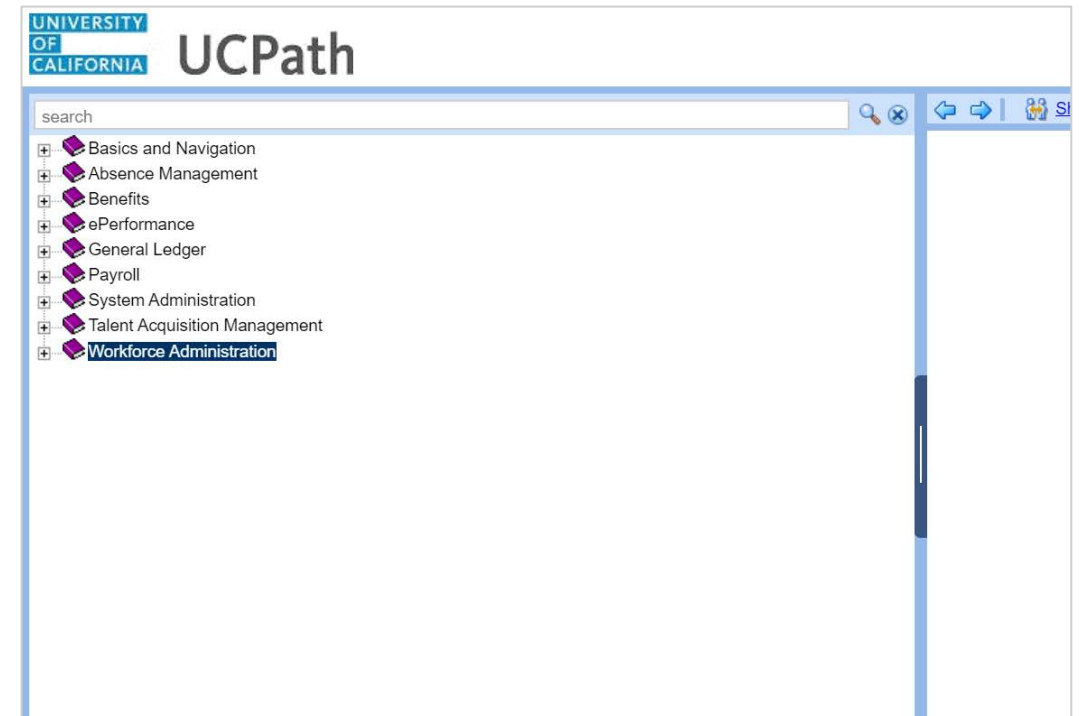2. **Compensation**
   - Compensation Rate
   - Frequency
   - Pay Components Comp Rate
   - Pay Components Rate Code
   - Pay Components Frequency

3. **Payroll**
   - Pay Group
   - Employee Type

4. **Job Information**: FTE

Resource Review

- UC San Diego Job Aids and Quick References: https://ucpath.ucsd.edu/training/job-aids.html

- UCPath Help Site for Transactional Users:
https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/data/toc.html
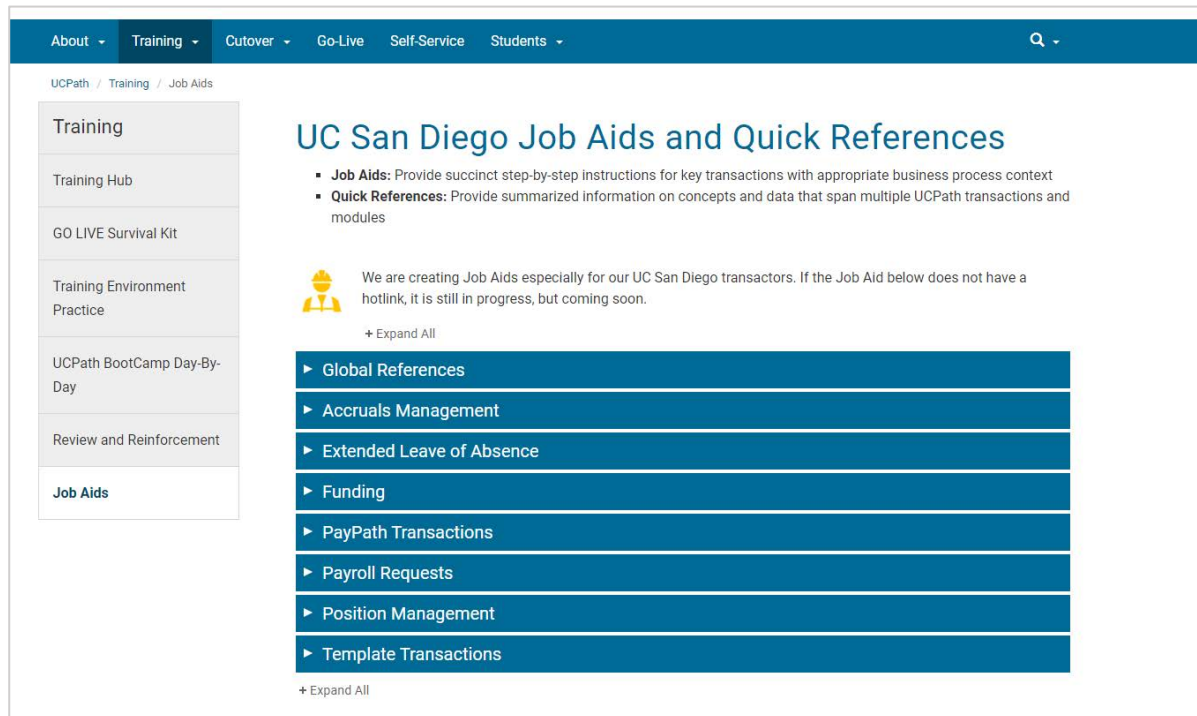
NOTE: Refer to the Troubleshooting Incorrect Pay, the Retro Pay Matrix, and How to Generate Retro Pay Job Aids for assistance at https://ucpath.ucsd.edu/transactors/job-aids.html

Processing Final Pay

- When to Submit Final Pay

- New Termination Type Options Listed

- Important Things to Remember

When to Submit Final Pay & Final Pay Distribution

UCPath determines whether Final Pay is On-Cycle or Off-Cycle. You cannot override this determination. If there are special handling instructions for final pay, those must be included in the Comments section of the request.

OFF-CYCLE

- Employee is represented
- Employee is being involuntarily terminated

ON-CYCLE

- Non-represented employee has accruals to pay out
- Non-represented employee is exempt and used hours (sick/vacation/PTO) that will not be picked up by the monthly or biweekly pay compute deadlines

NOTE: If none of these apply, no final pay action is needed.
Employee will receive their final pay on the next On-Cycle pay period.

When Final Pay Isn't Necessary

If <u>all</u> the following is true, no final pay request is required:

Voluntary termination and ▪ **Non-represented or** ▪ **Represented with contract not requiring Off-Cycle pay**	**Employee did not accrue hours that need to be paid out**	**All earnings and leave usage will be picked up in the On-Cycle pay process**

Final Pay Request | New Options Available!

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Payroll Requests

Payroll Request Type

*Payroll Request: [Final Pay ▼]

Termination Type: [▼]

> Death Pay
> Involuntary
> Retirement
> Voluntary

Employee Selecti

Empl ID: [ ]

Empl Rcd: [ ] 🔍

Last Name: [ ] 🔍

First Name: [ ] 🔍

Business Unit: [ ] 🔍

Department: [ ] 🔍

Job Code: [ ] 🔍

[Get Employees]   [Return]

There is an updated list of Termination Types available for selection. Note that if Death or Retirement are selected, the employee will be terminated from all Empl Records within the UC System. Otherwise, a Final Pay must be submitted for each Empl Record, as applicable.

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

Personalize | Find | View All | ⊡ | 📊   First ◁ 1 of 1 ▷ Last

Name	Business Unit	Empl ID	Empl Record	Empl Status	Action	Reason Code	Effective Date	Position Number	Department	Job Code	De
1 Name			0								

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Final Pay Request Comments

Comments are critical in submission of payroll requests. For Final Pay, include:

- Termination or Retirement template transaction number

- Details of time worked outside of current pay period (days and hours worked)

- Explicit statement that employee did not use any accruals, if applicable

- Instructions for any special handling

Important Things to Remember

- The termination or retirement template transaction must be submitted before the request for final pay

- If termination/retirement is not fully processed before submitting request for final pay, employee may receive final pay before termination/retirement is processed

- If employee has multiple job records and is terminating from all records, a final pay request must be submitted for each record

- UCPC is responsible for the calculation of additional pay, including proration if applicable; do not include additional pay in a final pay request

- Final check is distributed however employee normally receives pay

- Do not delete blank rows

- Do not forget to check the **Payout Accruals** box; if forgotten and distributed on a separate check there are tax implications for the employee

- Comments are very important

Payroll Calendar

For Final Pay Transactions to impact payroll they must be approved by the **Employee Data Change*** deadline. UCPC will review, and if accepted, process the transaction in time for the payroll run.

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 01-04-21	12-01-20	12-31-20	201231M0X	Mon 12-21-20 *	Tue 12-22-20	Wed 12-30-20	Tue 12-22-20 *	Wed 12-23-20 *	Tue 12-22-20 *	Wed 12-23-20 *	Tue 12-29-20	Wed 12-30-20	Mon 01-04-21	Mon 01-04-21	Tue 01-05-21	Sat 01-02-21	Mon 01-04-21
B1	Wed 01-06-21	12-13-20	12-26-20	201226B1X	Tue 12-22-20 *	Fri 12-25-20	Fri 12-31-21	Mon 12-28-20 *	Tue 12-29-20 *	Mon 12-28-20 ▲▲	Tue 12-29-20 *	Wed 12-30-20	Fri 12-31-21	Wed 01-06-21	Tue 01-05-21	Wed 01-06-21	Mon 01-04-21	
B2	Wed 01-20-21	12-27-20	01-09-21	210109B2X	Thu 01-07-21	Tue 01-12-21	Fri 01-15-21	Tue 01-12-21	Wed 01-13-21	Tue 01-12-21	Wed 01-13-21	Thu 01-14-21	Fri 01-15-21	Tue 01-19-21	Tue 01-19-21	Wed 01-20-21	Fri 01-15-21	Tue 01-19-21

*Note the 3:00 pm deadline for Employee Data Changes and the Inbound File Due deadline.

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Processing Off-Cycle Pay

- When to Use Off-Cycle Pay Request

- UCRS Job History Update Form and One Time Pay

- New Reason Code Options

- Evaluating Incorrect or Missed Pay

- Key Reminders

When to Use an Off-Cycle Pay Request

Off-Cycle refers to processing payments and making corrections to finalized, payroll results outside of the normal payroll schedule. Off-Cycle processing will be limited as follows:

Items that may be Accepted for Off-Cycle Processing	Items that will **NOT** be Accepted for Off-Cycle Processing

▪ Time not submitted due to department oversight
 	
▪ Hire transaction not entered into UCPath
 	
▪ Employee (hourly or salary) missing significant portion of regular pay
 	
▪ Faculty Relocation Allowance
 	
▪ Final pay for:
  ▪ Represented employees (voluntary or involuntary terminations)
  ▪ Non-represented employees (involuntary terminations)
 	
▪ Situations requiring expedited payments due to:
  ▪ Adherence to legal contract or agreement
  ▪ Financial hardship
	▪ Refunds for local deductions
	▪ Corrections for hours paid to incorrect job
	  ▪ Difference in rate of pay
	  ▪ No change in rate of pay
	▪ Retroactive pay owed to an employee due to:
	  ▪ Promotion
	  ▪ Mass wage increase
	  ▪ Lump sum payments
	▪ Premium pay owed to an employee:
	  ▪ Overtime
	  ▪ Shift differential
	  ▪ Any type of pay not incl. in regular salary
	▪ Additional pay
	  ▪ Bonus
	  ▪ Relocation incentives
	  ▪ Admin stipends

UCRS Job History Update Form & One Time Pay

If pre-conversion monies are owed to the employee, a UCRS Job History Update Form must be submitted via case. This will enable pre-conversion dates for processing.

Remember, if the monies owed are Retro or Additional Pay, they will need to be submitted via One Time Pay (may require Access Request Form via SNOW) as UCPC will cancel Off-Cycle Payroll Requests that are not considered Missed Pay (Exceptions: If Additional Pay is the employee's only pay OR if the Additional Pay is a Faculty Relocation Allowance payment).

UNIVERSITY OF CALIFORNIA — UCPath

UCRS JOB HISTORY UPDATE FORM

Clear Form   Validate   Undo Highlight

FR.130

The purpose of the *UCRS Job History Update* form is to add information to the Job History Page that is necessary for the submittal of pre-conversion missed pay to UCRS. Click to access form instructions.

SECTION 1. KEY INFORMATION   *Indicates Required Fields

Employee ID #* (8 Digits)	Empl Record #*	Business Unit*
		—

SECTION 2. UCRS JOB HISTORY

Effective Date* (mm/dd/yyyy)	Effective Sequence	PY Career Duration
		—
Employee Type*	**Standard Hours***	**FTE***
—		
Job Code*	**Representation Code***	**Union Code***
	—	
Payroll Status*	**Hourly Rate**	**Monthly Rate**
—		

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Off-Cycle Pay Request | New Reason Codes!

Payroll Requests

Payroll Request Type

*Payroll Request: Off Cycle

Reason: [ ]

Emergency Pay - EEMGLN
Exception – Damage Pay
Financial Hardship
Instant Pay - PAYCRD
Legal (Severance ,Court Order)
No Pay Sub No Access Time Rpt
No Pay Submitted Late Hire
No Pay Submitted Late TimeShee
Partial Pay FTE Increase
Partial Pay Late Hire
Partial Pay Late TimeSheet Sub
Partial Pay No Access Time Rpt

Employee Select...

Empl ID:

Empl Rcd:

Last Name:

First Name:

Business Unit:

Department:

Job Code:

Get Employees   Return

You must select a reason:
- **Emergency Plan - EEMGLN**
- **Exception – Damage Pay**
- **Financial Hardship**
- **Instant Pay - PAYCRD**
- **Legal (Severance, Court Order)**
- **No Pay Sub No Access Time Rpt**
- **No Pay Submitted Late Hire**
- **No Pay Submitted Late TimeShee**
- **Partial Pay FTE Increase**
- **Partial Pay Late Hire**
- **Partial Pay Late TimeAheet Sub**
- **Partial Pay No Access Time Rpt**

NOTE: Retros, stipends (unless it is the employee's only pay), awards, and bonuses are **not processed** Off-Cycle.

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

Personalize | Find | View All | | | First 1 of 1 Last

Name	Business Unit	Empl ID	Empl Record	Empl Status	Action	Reason Code	Effective Date	Position Number	Department	Job Code	Job Code Description	Employee Class
1 Name			0									

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Evaluating Incorrect or Missing Pay

It is critical to review Job Data and correct any information that is driving incorrect pay. Job Data corrections should be done **before** submitting a Final Pay or Off Cycle Payroll Request; however, Job Data should be corrected **after** the Overpayment Request has been submitted.

In Job Data, check the following tabs which include the fields and data that impact pay:

1. **Work Location**: Date Created

2. **Compensation**
   - Compensation Rate
   - Frequency
   - Pay Components Comp Rate
   - Pay Components Rate Code
   - Pay Components Frequency

3. **Payroll**
   - Pay Group
   - Employee Type

4. **Job Information**: FTE

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Key Reminders | Off-Cycle Pay Requests

- Retros, stipends (unless it is the employee's only pay), awards, and bonuses are **not processed** Off-Cycle

- To prevent processing delays make sure to use **correct earns codes** for missed pay and ensure **compensation related information is correct** in Job Data

- **Do not** submit an Off-Cycle request for a pay period that is in the process of pay confirm

- Transactions will be processed on a daily basis and available for Dashboard viewing **except on pay confirm dates or holidays**

- Note in **Initiator Comments** if the Off-Cycle Pay Request is the **only pay for employee**

Processing Overpayments

- Types of Overpayments

- Overpayment Process

- Comments

- Critical Fields for Payroll Requests

- Evaluating Incorrect or Missed Pay

- Key Reminders

Overpayment Types

Overpayments occur when an employee receives more money than entitled. Overpayments fall into one of three categories:

1 SALARY OVERPAYMENTS

Common triggers for salary overpayments are incorrect FTE, incorrect compensation rate, missing termination date, multiple payroll file submissions, duplications of off-cycle or instant pay requests.

2 MISSED FICA TAXES

The trigger for missed deduction of taxes is incorrect job data and/or incorrect student exemptions.

3 MISSED DEDUCTIONS

The trigger for missed benefit deductions is a late benefits enrollment.

Key fields in Job Data, such as Comp Rate, FTE, and Earn Codes should be correct at the time you submit an overpayment request.

Overpayment | Process Overview

After the Initiator submits the Payroll Request the following workflow takes place:

UCPath Center processes the request for the overpayment. This includes:

UC San Diego facilitates discussions with the employee to determine which payment plan is best.

Calculation of the amount owed back from the employee

Payment plans cannot exceed 1 year

12 installments for MO

Compilation of the overpayment recovery packet

26 installments for BW

If the overpayment is identified by the UCPath Center or the employee, UCPC works with the Location to resolve.

Location is responsible for coordinating with affected employee to return the Repayment Agreement to UCPC within 10 business days.

Submit questions about anything in the Overpayment packet via Case on UCPath Online.

Overpayment | Process Overview

When an overpayment is identified by UCPC, they will contact UC San Diego via e-mail and attach the following documents for the employee:

- **Overpayment letter** that explains how the overpayment occurred

- **Summary Spreadsheet** detailing amount owed to UC

- **Repayment Agreement** on which the employee indicates preferred method of repayment, signs and returns the agreement

Overpayment | Summary Spreadsheet

Overpayment Summary

Name: Kent, Clark
ID#:   1000XXXX

Description	Was Paid	Should have been Calculated	Overpayment
Gross Pay	$ 23,503.79	$ 19,356.06	$ 4,147.73
Deductions:			
Health Care FSA	-		
Kaiser Perm SoCal	378.28	378.28	-
UC Retirement Plan	1,197.67	1,197.67	-
457(b) Defer Comp	-	-	-
403B Vol Plan	-	-	-
Parking Pre Tax	45.50	45.50	-
	-	-	-
Federal Tax	3,820.01	2,820.00	1,000.01
Medicare	334.66	274.52	60.14
OASDI	1,430.96	1,173.80	257.16
CA State Tax	1,650.35	1,224.10	426.25
	-	-	-
UCR Foundation	25.00	25.00	-
ARAG Legal Plan	16.31	16.31	-
Voluntary Long-Term Dis	-	-	-
Expanded Dep Life - Child	-	-	-
Expanded Dep Life - Spouse	-	-	-
Suplemental Life	-	-	-
	-	-	-
Total Deductions	$ 8,898.74	$ 7,155.18	$ 1,743.56
Net Pay	$ 14,605.05	$ 12,200.88	$ 2,404.17

This is an example of the overpayment summary spreadsheet that will be included in the overpayment letter and the University of California Repayment Agreement

Overpayment | Comments

Include any comments that help the UCPath Center ensure a thorough adjustment is processed without delay

Examples of comments for adjustment/overpayment

- Employee was overpaid due to leave of absence
- Employee was not entitled to holiday pay because he/she is not a full-time employee

Examples of comments related to errors in hours, flat dollar amount, or deductions

- Employee was overpaid 40 hours of sick leave
- UC Retirement for the 05/01/17 pay was not deducted for the employee

Evaluating Incorrect or Missing Pay

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In Job Data, check the following tabs which include the fields and data that impact pay:

1. **Work Location**: Date Created

2. **Compensation**
   - Compensation Rate
   - Frequency
   - Pay Components Comp Rate
   - Pay Components Rate Code
   - Pay Components Frequency

3. **Payroll**
   - Pay Group
   - Employee Type

4. **Job Information**: FTE

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Key Reminders | Overpayment Pay Requests

- Payroll Requests for overpayments should use the **same earn codes** that were used when overpayment occurred

- When entering Overpayment amounts for **Hours or Earnings**, the values must be submitted as **negative numbers**; **Salary %** must be entered as a **positive value**

- **Comments** included with the Payroll Request will be used in the **Overpayment Packet** provided to the employee

- Location is responsible for coordinating with employee to return the **Repayment Agreement** to the UCPC within **10 business days**

- All overpayments must be **repaid within one year** (12 MO cycles, or 26 BW)

Review Pages

- Review Paycheck Page

- Payroll Request Page

- Off Cycle Dashboard

- Transaction Status Categories

Review Paycheck Summary Page

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Access to the Review Paycheck Summary Page may require an Access Request form via SNOW.

NAVIGATION

➢ PeopleSoft Menu

➢ Payroll for North America

➢ Payroll Processing

➢ Produce Payroll

➢ **Review Paycheck Summary**

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Utilizing Review Paycheck Summary Page

Use the Review Paycheck Page to check the status of any Payroll Request, depending on the type.

- For Final Pay request, this page will reflect the finalized amount

- For Off-Cycle request, this page will reflect the finalized amount

- For Overpayments, this page will show a negative off-cycle row indicating the overpayment amount has been finalized by UCPC. An Overpayment packet should be received shortly after

To see finalized payment details that the employee will receive, view this page the day **after** the Pay Confirm Date listed on the Payroll Processing Calendar for the applicable pay period

Payroll Request Page | Approval Status

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Earnings | Leave

Transaction ID: NEW

Matthew Ruiz   EMP   ID: 10021039   Empl Record: 0   Payroll Request: Off Cycle   Reason: Missed Significant Pay   ☑ Off Cycle?

☐ Do you want to override the ChartField values?

New Payroll Requests   Find | View All   First ◄ 1 of 5 ► Last

➕ ➖

*Earnings Code: REG 🔍   Regular Pay   ☐ Gross-Up

*Pay End Date: 02/24/2018 📅

*Earnings Begin: 01/29/2018 📅   *Earnings End: 01/29/2018 📅

Hours: 8.000000

Current Payroll Requests   Find | View All   First ◄ 1 of 2 ► Last

Earnings Code: REG   Regular Pay   ☐ Gross-Up

Approval Status   Approved   Transaction ID: PR00000471

Earnings: Pay End Date: 01/27/2018

Earnings Begin: 01/15/2018   Earnings End: 01/27/2018

Salary %:   Monthly Salary:

Hourly Rt Used: Calc Salary:

Hours: 3.000000   Hourly Rate:

Chart Field Details

Account (UCR):

Activity:

Fund:

Cost Center:

Project Code:

Function:

Initiator Comments: Employee missed one week of pay last pay period: 1/28/18 - 2/3/18. JL

Upload Documents

View Attachment

Submit   Return

> If the employee has current Payroll Requests in process, that information appears here.
>
> Note: This shows transactions in local AWE processing.

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Off-Cycle Pay Dashboard | Detailed Search Results

After viewing the Off-Cycle Summary, expand Details in **Search Results** to review additional information.

NAVIGATION

- Log into UCPath Online
- QuickLinks on the navigation menu
- **Off-Cycle Dashboard**

Off-Cycle Pay Dashboard | Detailed Search Results

The following enhancements have been made to the off-cycle dashboard:

- View real-time status on off-cycle check processing (a case will no longer need to be submitted)

- Search by transaction ID

- Download reports by transaction ID, Empl ID, reason, transaction status, business unit, department, date/time submitted and paycheck issue date

- Easier navigation path: UCPath Dashboard > Quicklinks > Offcycle Dashboard > Offcycle Detail View

- Transaction status definitions are more clearly defined and easier to access

- Controls added at the bottom of the page to view additional rows

UCPC Job Aid with detailed information: Off-Cycle Dashboard

Off-Cycle Pay Requests | Dashboard

The **Off-Cycle Dashboard** provides Locations with a tool for tracking the status of Off-Cycle Pay Requests

- Transactions will be processed on a **daily basis** and available for viewing except on pay confirm dates or holidays

- Once transactions are submitted, locations can view the status on the dashboard as transactions move through the process

- View is optimized for desktop, tablet and cell phone

Off-Cycle Pay Request Dashboard | Transaction Status Categories

The following are the status categories for Off-Cycle Payroll Requests:

In AWE
Transaction is pending local approval

Submitted
Final pay transaction approved locally and received by UCPC

Ready
Transaction approved locally and received by UCPC for processing

Processed
Transaction processed and payment issued

Pending
UCPC sent a notice to Initiator requesting they submit a correction or update Job Data

Canceled
Transaction canceled at request of Location

Manually Processed
Transaction manually entered

BEST PRACTICES

Use the Initiator Comments

- Describe, in detail, what you are trying to accomplish and include key info required by your transaction

- For Overpayments, these comments are used in the packet of materials prepared for the employee

Follow the guidelines for what qualifies for off-cycle pay

- Following guidelines minimizes the risk of the transaction being canceled by UCPC

- Appropriately manage employee expectations of when they will receive missing pay

Don't forget to check the Payout Accruals Check box, if applicable

- If you forget and the final pay is processed, the employee will need to wait for an additional Off-Cycle Pay Request to receive this compensation

REVIEW

- Off-Cycle processing is **limited** to a list of specific transactions

- The UCPath Center will use **established Off-Cycle timelines** for processing Payroll Requests

- It is critical to **review Job Data** and **correct** the information that is driving incorrect pay before submitting a Payroll Request

- On the **Earnings tab** for **non-exempt** employees use **day-by-day, per earn code** entry; for **exempt** use **salary %** calculation

- The **Leaves tab** requires **day-by-day entry per earn code** for sick/vacation earnings

- **Comments are critical** in submission of payroll requests

- Check the **Payout Accruals** box so UCPC calculates and pays accruals

- Retro, stipends (unless it is the employee's only pay), awards, and bonuses are **not processed** Off-Cycle

- **Do not** submit an Off-Cycle request for a pay period that is in the process of pay confirm

- Location is responsible for coordinating with employee to return the **Repayment Agreement** to the UCPC within **10 business days**

UC Path

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- How do you process an Off Cycle pay request for a BW employee who has since converted to Monthly? Using the "REG" Earnings Code only allows for the Salary% field to be populated, when the total missed pay amount needs to be entered. Trying to pay reg hours for equity increase. **Generally, this is retro pay so we would submit via One Time Pay – but with the conversion to MO from BW may need to be an Off-Cycle submitted utilizing the comments method mentioned. Suggest submitting case to CCP for guidance.**

- I've noticed that the hourly rate in the module does not necessarily match the hourly rate in workforce job summary. Is that because the hourly rate in workforce job summary is an average hourly rate based on the whole year, while the hourly rate in the payroll module is based on the hours in the specific pay period/month? **I am not sure, but that sounds correct for a MO ee. In Workforce Job Summary, the hourly rate reflects the monthly rate divided by 174 per CCP.**

- Postdoc contract does NOT require off cycle pay, yet the off-cycle check box will be checked because UCPath apparently does not distinguish between individual contracts. If empl is represented that off-cycle checkbox will be checked regardless of individual contract requirement. **Some ee populations have been set up specific to their circumstances, like this example. I recommend checking if the Off-Cycle box is checked for any represented employee for Final Pay processing**

- If an employee's voluntary termination date is before the payroll due date for that pay period, do we need to include those hours worked in the final pay request? **If the Off Cycle checkbox is checked, these hours will be paid out independent of the T&A file so you should list all hours in the final payperiod in your Final Pay. If the box is unchecked, only enter information that wont come through the T&A file.**

- You mentioned that if there are biweekly hours we need to enter after the derived pay end date, then those future hours need to be entered into the comments section. When UCPath first went live, this was true but we haven't had that issue for months. We can now enter hours for the current pay period even if the past pay period is derived. A recent example was yesterday when we entered a final off-cycle check for hours spanning 3 weeks from 1/25/21 through 2/12/21. Even though the derived pay end date was 2/6/21, the system allowed us to enter hours for 2/7-2/12 directly into the module rather than in the comments section. **Interesting! Definitely try to enter the hours if the module allows, and use the comments as needed then!**

- Paying overtime to employees less than 100% appointment, are we still using Off Cycle, with code missed time entry? **If it is missed hours, then they can be submitted off-cycle. If it is overtime premium, then it is One Time Pay.**

- Can additional pay be requested with final pay request? **Enter in One Time Pay or PayPath – UCPC will include it and prorate accordingly**

- Aren't there tax implications if the repayment crosses a new tax year? (Owing gross pay rather than net) **If under $10k, UCPC will extend an employer loan so that the employee will only pay the net amount. Note: The earnings will still reflect as the employees earnings for the year the overpayment occurred, a corrected W2 will not be issued.**

- I'm not clear on what to do when the pay frequency changes (9/9 vs 9/12)?   Is it missed pay or retro pay. **Lisa Erickson – include in 2/24 presentation (Kelly M Q)**

- If a employee misses the Ecotime deadline to submit hours (timesheet locked), should we submit an off-cycle check request and in the Comments box, request the check is paid on out on-cycle? Or is there someone we can contact to push the timesheet through? **Submit an EcoTime ticket, as long as you contact the team at least one day before the file submission deadline on the Payroll Processing Calendar. The timekeeper can unlock the timesheet and add hours if needed as long as before TK deadline AND hasn't been approved.**

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