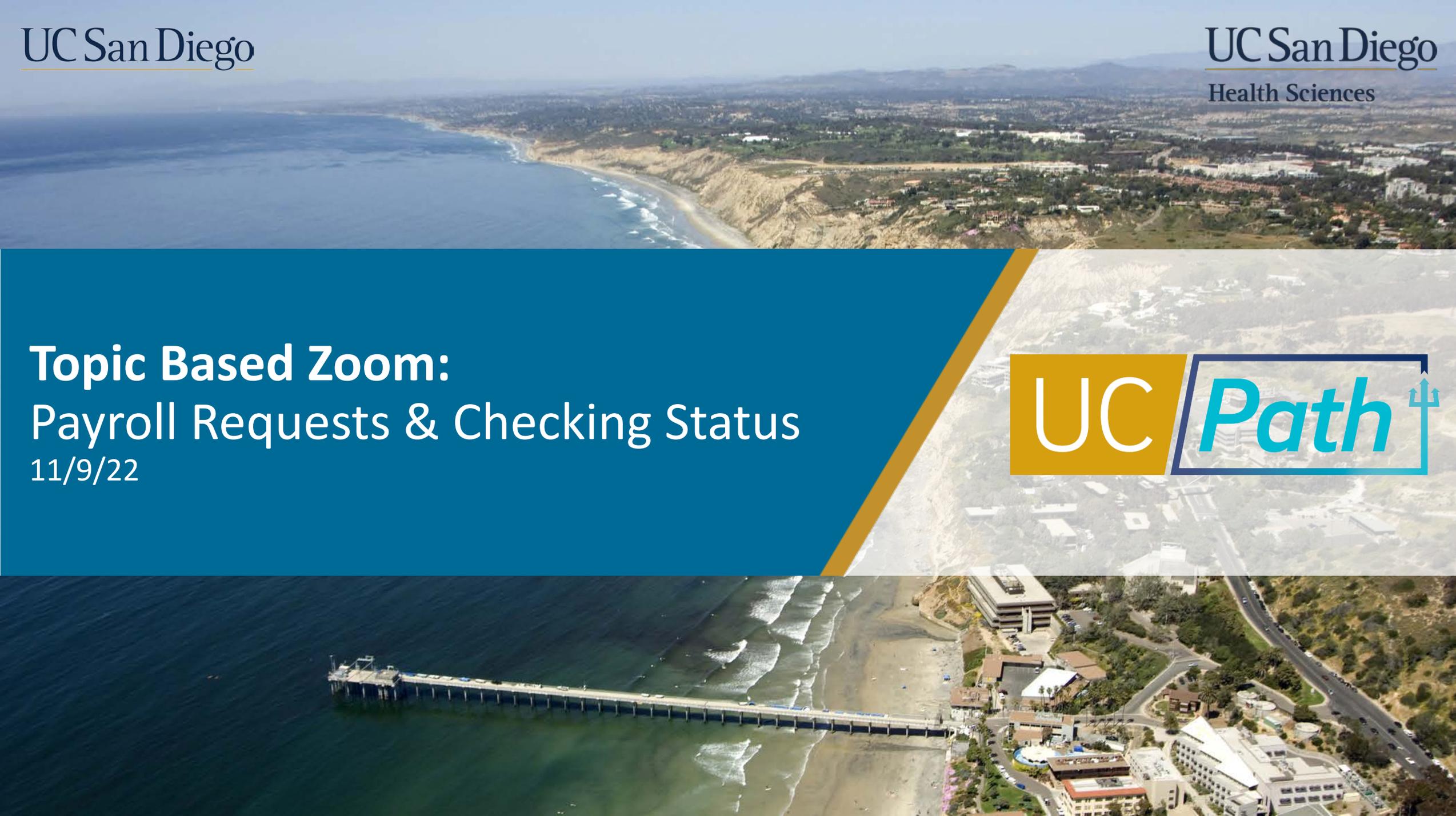


Topic Based Zoom:
Payroll Requests & Checking Status
11/9/22



Today's Topics



Key Terms



Payroll Requests (E-078)



Checking Status



Best Practices and Q&A





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.

Payroll Requests

- Overview
- Key Fields
- Deadlines and Timelines

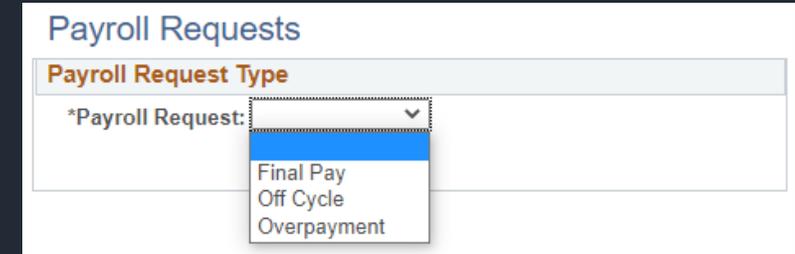
NAVIGATION

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



The screenshot shows the UCPath Workforce Administration dashboard. The top navigation bar includes the University of California logo, the text 'UCPath', a dropdown menu for 'Workforce Administration', and icons for home, search, and user profile. The main content area features a grid of nine tiles, each with an icon and a title: 'HR Tasks' (people icon), 'Position Management' (briefcase and gear icon), 'Approvals' (document with checkmark icon), 'Absence Administration' (briefcase and scales icon), 'Benefits Administration' (document with plus sign icon), 'Payroll Tasks' (globe and document icon), 'Mass Upload' (folder icon), 'Experience Based Pay' (person with star icon), and 'Person of Interest' (person with pencil icon).

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



Payroll Requests

Payroll Request Type

*Payroll Request:

- Final Pay
- Off Cycle
- Overpayment

1

Final Pay

- On-Cycle or Off-Cycle Final Pay for an employee separating from a position
- Termination/Retirement Template must be approved locally before submitting request

2

Off-Cycle

- Pay to correct final payroll outside normal payroll schedule (e.g., provide missed pay)
- Job Data must be corrected before submitting request

3

Overpayment

- Identifies overpayment so UCPC can generate the Overpayment packet
- Job Data must be corrected after submitting request

Final Pay

Payroll Requests

Payroll Request Type

*Payroll Request:

Termination Type:

Employee Selection

Empl ID:

Empl Rcd:

Last Name:

First Name:

Business Unit:

Department:

Job Code:

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

Name	Business Unit	Empl ID	Empl Record	Empl Status	Ac
1 Name			0		

Off Cycle

Payroll Requests

Payroll Request Type

*Payroll Request:

Reason:

Employee Selection

Empl ID:

Empl Rcd:

Last Name:

First Name:

Business Unit:

Department:

Job Code:

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

Name	Business Unit	Empl ID	Empl Record	Empl Status	Ac
1 Name			0		

Overpayment

Payroll Requests

Payroll Request Type

*Payroll Request:

Reason:

Employee Selection

Empl ID:

Empl Rcd:

Last Name:

First Name:

Business Unit:

Department:

Job Code:

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

Name	Business Unit	Empl ID	Empl Record	Empl Status	Ac
1 Name			0		

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

The screenshot displays the 'Payroll Tasks' interface. At the top, there are navigation icons and a search bar. The main content area is divided into two tabs: 'Earnings' (highlighted with an orange box) and 'Leave'. Below the tabs, there are fields for 'Transaction ID: NEW', 'EMP ID', 'Empl Record: 0', 'Payroll Request: Off Cycle', and 'Reason: Financial Hardship'. A checkbox labeled 'Off Cycle?' is checked. Below this, there is a section for 'New Payroll Requests' and 'Current Payroll Requests'. The 'New Payroll Requests' section includes fields for '*Earnings Code', '*Pay End Date' (11/12/2022), '*Earnings Begin', '*Earnings End', 'Salary %', 'Pay Rate', 'Hourly Rt Used', 'Calc Salary', 'Hours', and 'Hourly Rate'. The 'Current Payroll Requests' section includes fields for 'Earnings Code', 'Approval Status', 'Earnings', 'Earnings Begin', 'Earnings End', 'Salary %', 'Monthly Salary', 'Hourly Rt Used', 'Calc Salary', 'Hours', and 'Hourly Rate'. Below these sections is a 'Chart Field Details' section with fields for '*Entity', '*Financial Unit', '*Fund', 'Project', '*Function', 'Task', 'Program', 'Activity', 'Funding Source', and 'Location'. At the bottom, there is an 'Initiator Comments' text area, an 'Upload Documents' button, a 'View Attachment' button, a 'Submit' button, and a 'Return' button.

- **Earnings** tab captures time worked/overpaid
- **Leave** tab captures vacation and sick earnings/overpaid
- **Initiator Comments** are required and visible to both local Approver and UCPC
- Comments can be updated by the Approver before processing

EARNINGS

Exempt:

- Enter Percent Salary based on working hours in the month and FTE
- Salary %= (Standard Hours associated with Earnings Dates / Total Working Hours for the Month) x FTE

Non-Exempt:

- Include hours, day-by-day, for all days worked during the pay period(s) one line 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)

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**

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

Payroll Processing Schedule (On-Cycle Processing)

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location							UCPath Center						
					• 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)	Campus		Med Center Only		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)
		• 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)	Begin	End							
M0	Fri 07-01-22	06-01-22	06-30-22	220630M0X	Fri 06-17-22 *	Thu 06-23-22	Tue 06-28-22	Wed 06-22-22	Thu 06-23-22	Wed 06-22-22	Thu 06-23-22	Mon 06-27-22	Tue 06-28-22	Fri 07-01-22	Wed 06-29-22	Wed 06-29-22	Wed 06-29-22	Fri 07-01-22
B1	Wed 07-06-22	06-12-22	06-25-22	220625B1X	Thu 06-23-22	Tue 06-28-22	Fri 07-01-22	Tue 06-28-22	Wed 06-29-22	Tue 06-28-22	Wed 06-29-22	Thu 06-30-22	Fri 07-01-22	Tue 07-05-22	Tue 07-05-22	Tue 07-05-22	Mon 07-04-22	Tue 07-05-22 *
B2	Wed 07-20-22	06-26-22	07-09-22	220709B2X	Thu 07-07-22	Tue 07-12-22	Fri 07-15-22	Tue 07-12-22	Wed 07-13-22	Tue 07-12-22	Wed 07-13-22	Thu 07-14-22	Fri 07-15-22	Mon 07-18-22	Mon 07-18-22	Mon 07-18-22	Mon 07-18-22	

- 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

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

Checking Status

- Off Cycle Dashboard
- Review Paycheck Summary
- Resource Review

NAVIGATION

- Workforce Administration tile collection
- Payroll Tasks tile
- Reporting/Dashboards folder
- Off-Cycle Dashboard page



The screenshot displays the UCPATH Workforce Administration dashboard. The header includes the University of California logo, the UCPATH brand name, a dropdown menu for 'Workforce Administration', and navigation icons for home, search, and user profile. The main content area features a 3x3 grid of tiles, each with a title and an icon:

- HR Tasks**: Icon of three stylized people.
- Position Management**: Icon of a red briefcase with a gear.
- Approvals**: Icon of a document with a green checkmark.
- Absence Administration**: Icon of a briefcase with a scale of justice.
- Benefits Administration**: Icon of a document with a red cross and a person silhouette.
- Payroll Tasks**: Icon of a globe with a green document.
- Mass Upload**: Icon of a folder with documents.
- Experience Based Pay**: Icon of a person silhouette with a yellow star.
- Person of Interest**: Icon of a person silhouette with a pencil.

Selection Criteria

Employee ID: <input type="text"/>	Start Date: <input type="text" value="08/09/2022"/>	<div style="border: 1px solid orange; padding: 2px; display: inline-block;">? Legend Definition</div>
Department ID: <input type="text"/>	End Date: <input type="text" value="11/07/2022"/>	
Transaction ID: <input type="text"/>	Business Unit: <input type="text"/>	
Transaction Status: <input type="text"/>	<input type="button" value="Search"/>	
<input type="button" value="Return to Summary"/>		

Transaction Status	Description
Ready to be processed	Approved by location ready for payroll processing
Pending- location feedback needed	UCPath waiting for location feedback
Payment processed	Payment processed
Processing in-progress	Payroll processing in progress
Manually Processed	Transaction related to overpayments or death pays
Cancelled - Location requested instant pay card	Location requested instant pay card - Cancelled reason
Cancelled- Location submitted a duplicate request	Location submitted a duplicate request - Cancelled reason
Cancelled- Employee was already paid	Employee was already paid - Cancelled reason
Cancelled- Location needs to re-submit the transaction	Location needs to resubmit the transaction - Cancelled reason
Cancelled- Retro-active pay does not process off-cycle	Retro-active pay does not process off-cycle - Cancelled reason

Review Paycheck Summary Page

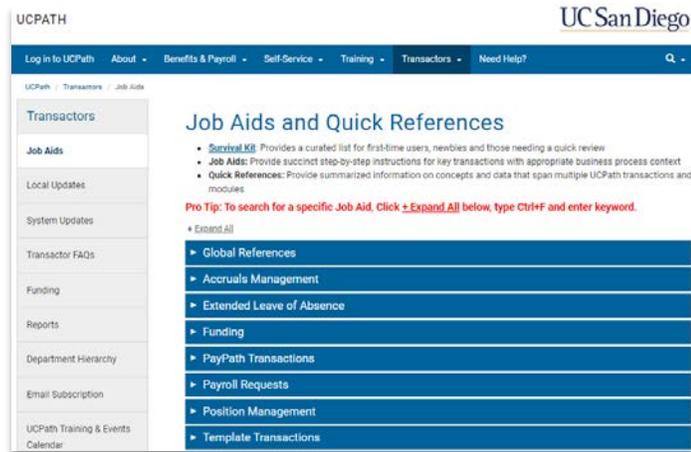
NAVIGATION

- Workforce Administration tile collection
- Payroll Tasks tile
- Paycheck folder
- Review Paycheck Summary page

The screenshot displays the UCPath Workforce Administration interface. The top navigation bar includes the University of California logo, the text 'UCPath', a dropdown menu for 'Workforce Administration', and icons for home, search, and user profile. The main content area features a grid of nine tiles:

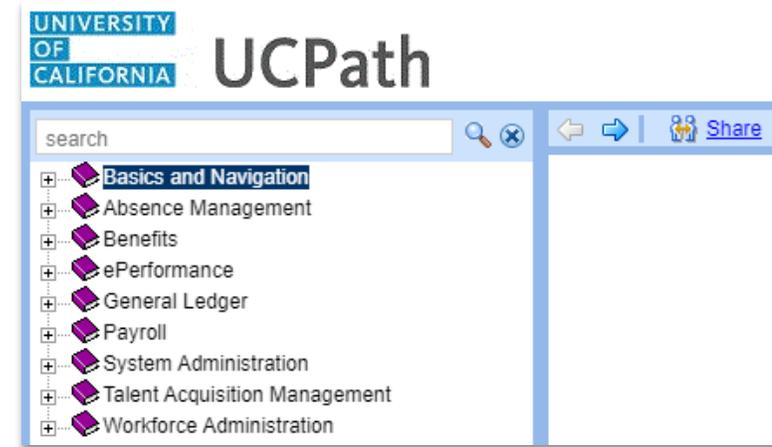
- HR Tasks**: Represented by an icon of three stylized people.
- Position Management**: Represented by a red briefcase with a gear.
- Approvals**: Represented by a blue document with a green checkmark.
- Absence Administration**: Represented by a blue briefcase with a scale of justice.
- Benefits Administration**: Represented by a document with a red cross and a person icon.
- Payroll Tasks**: Represented by a globe and a green document with a person icon.
- Mass Upload**: Represented by a folder icon.
- Experience Based Pay**: Represented by a grey circle.
- Person of Interest**: Represented by a yellow circle.

[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](#)
- [Troubleshooting Incorrect Pay](#)

[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](#)



Use the Initiator Comments

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



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



Use the Payroll Processing Schedule

- Always review the Payroll Processing Schedule before entering pay impacting transactions
- Appropriately manage employee expectations of when they will receive missing pay



Urgent Requests

- Submit a SNOW ticket to the Central HR Payroll team for urgent pay impacting transactions before Pay Confirm

The logo features the letters 'UC' in white on a gold 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.

UC *Path*

UC San Diego

UC San Diego
Health Sciences



- Where can we see mailing address for any additional paychecks that were made. **Employee's can view their paychecks in UCPATH Online. 1. [Log into UCPATH](#) 2. Choose Employee Actions on the left side menu 3. Click Income and Taxes 4. Click View Paycheck.** The address on the paycheck will be where it was mailed. The employee can update their address if needed. You can direct employees to <https://ucpath.ucsd.edu/self-service/for-employees.html> for simulations and job aids
- Is there any discussion on adding an email notification when UCPC has processed a payroll request? It seems to be one of the only features that we don't get an email when UCPC completes. **Submit a SNOW ticket for this change request to payrollquestions@ucsd.edu**
- What Earn code do we use to pay out holiday for hourly employees? **HOL: Holiday-Regular Salaried and HLN: Holiday-Regular Hourly.**
- Does the first box in the earnings tab correspond to the first box in the leave tab? Does each line have to be the same date? For example the first box in each tab have to contain hours for the same date? **To view all entries, click the View All link; there will be blank rows on this tab that correspond to rows entered on the Earnings tab and vice versa, this does not affect data entry but DO NOT delete the blank rows as this will delete the rows on the Earnings/Leave tabs.**
- In the offcycle processing schedule, it states 5 business days and the paydate will be within 5 business days. Does that specifically mean that the funds have been deposited into the account? Or does it mean that it has been submitted/sent to be deposited and there are additional days before it shows up in the account? **Day 3 is when the file is sent to the bank. The funds should be available on day 5, if there are issues it may be an issue with the bank.**

- If we request final pay for an employee who is involuntarily terminated does it still take 5 days to process final pay? If we need it deposited by a specific date, would we need to call UCPC to coordinate or can we put a note in comments requesting a specific date? Involuntary termination final pay timing. Need exact date.
- **A minimum of 3 business days would be required for any exception request received by 2pm,**
 - **On Cycle Pay Confirm & Holidays will continue to impact exception processing timelines**
- **In the event an exception is being requested UCPC will need:**
 - **QCU inquiry - With Off Cycle transaction Id, special handling and requested pay date**
- **Do Specialty Pay (SPC) does not have any end date? If additional pay does not have an end date you do not need to enter and end date on the field. Just be aware that it will continue to pay out so put an end date when you want to end it.**
- This may be an Ecotime/UCPath issue but I've run into an issue recently where when I have an employee moving from one BW position to another BW position, their Ecotime comes through looking correct (8 hours per day) but they don't get paid because it's on the old position number. We don't get any notice from Ecotime/Payroll that this is an issue, so we don't find out until the employee misses the pay. Has anyone else had this issue? What is the recommended guidance? Same Empl Record UC_Transfer Template. **Submit SNOW ticket to Timekeeping. If UCPC reject hours then it should show up on the error report. Timekeeping team will need to confirm.**