Topic Based Zoom:
Payroll Requests & Checking Status
11/9/22
# A Quick Look at Key Terms

<table>
<thead>
<tr>
<th><strong>UCPath Payroll Processing Schedule</strong></th>
<th>Schedule used to process payroll for each pay group/cycle. Standard across all locations on UCPath. The Schedule is located on UCPath online.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Off Cycle Payroll Processing</strong></td>
<td>Refers to processing payments and making corrections to finalized payroll. It is processing done outside of the normal on-cycle payroll schedule.</td>
</tr>
<tr>
<td><strong>Payroll Request (E-078)</strong></td>
<td>Used to submit single payroll transaction via Self Service Transaction Links page. Used to request Final Pay, Overpayments and Off-Cycle checks.</td>
</tr>
<tr>
<td><strong>Overpayment</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Final Pay</strong></td>
<td>Includes final hours worked, final entitlement usage and/or payout, flat dollar amounts, and/or severance pay. Issued on-cycle or off-cycle.</td>
</tr>
<tr>
<td><strong>Missed Pay</strong></td>
<td>Hours or earnings that were due, but not paid to the employee. Includes missed pay due to increase in FTE.</td>
</tr>
<tr>
<td><strong>Retro Pay</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
Payroll Requests

- Overview
- Key Fields
- Deadlines and Timelines
Payroll Requests (E-078)

**NAVIGATION**
- Workforce Administration tile collection
- Payroll Tasks tile
- Payroll Transactions folder
- Self Service Transaction Links page
- Payroll Requests (E-078)
There are three different types of Payroll Requests that can be submitted in UCPath. Payroll requests are often referred to as **E-078**.

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

- **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 and Leave Tabs | Data Entry

**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

**QR: Troubleshooting Incorrect Pay**
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.

Job Aid: Review the Payroll Processing Schedule
The **UCPath Payroll Processing Schedule** is important when determining Off Cycle pay dates
- **UCPath Payroll Processing Schedule 2022**
- **Payroll Processing Schedule Information**

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

Off-Cycle Requests received by **2PM** begin processing the same day
- Requests received after 2PM will begin processing the next business day

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
Job Aid: Off Cycle Dashboard
## Off-Cycle Pay Dashboard | Transaction Status

### Selection Criteria

- **Employee ID:**
- **Department ID:**
- **Transaction ID:**
- **Transaction Status:**
- **Start Date:** 08/08/2022
- **End Date:** 11/07/2022

### Transaction Status

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

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

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
**BEST PRACTICES**

**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
BEST PRACTICES

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
Notes

- 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](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.**
Notes

• 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,
  o 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.**