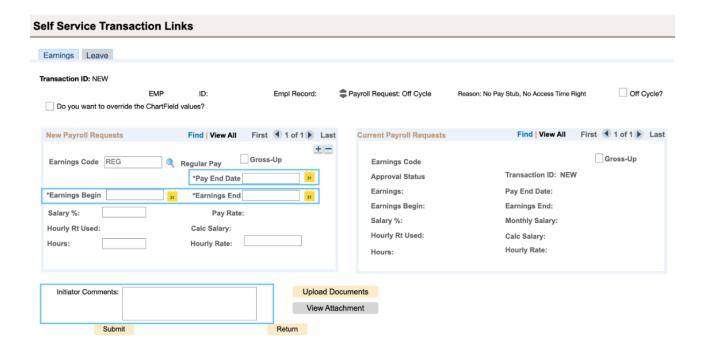


Off-Cycle Quarter-End Payroll for Monthly Paid Employees

Please review the following protocol for submitting off-cycle pay requests for monthly paid employees via the **E-078 Pay Request Form** near the upcoming quarter-end.

What is the protocol?

When processing off-cycle pay requests for monthly paid employees who have earnings **after the June 28, 2024, pay-end date,** payroll transactors must add Initiator Comments to the E-078 form to ensure that the employee's earnings from June 29 – June 30, 2024, are captured in the correct quarter.



Why is this protocol required?

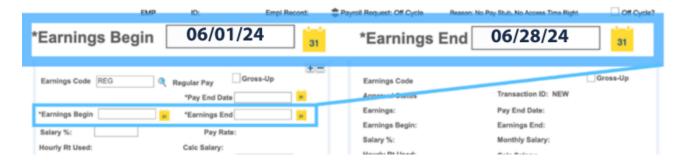
This protocol ensures that wages are captured accurately in UCPath for off-cycle payroll periods that span two quarters.

Action Required: Payroll transactors **must check** the Pay-End Date field when using the E-078 form for monthly paid employees and take the actions listed below:

Pay End Date Field	Action
Scenario 1: Pay End Date field shows June 1, 2024 , for the monthly paid employee	Proceed as usual without using comments
Scenario 2: Pay End Date field shows June 28, 2024 , for the monthly paid employee	Please use the comments to share employee earning details per the instructions below

Instructions for Scenario 2:

1. Enter the employee's earnings dates from June 1 to June 28, 2024, in the **Earnings Begin** and **Earnings End** fields.



2. If the employee's earnings continue past June 28, 2024, enter the following information and format in **Initiator Comments**: "Employee is due **(insert hours)** hours of pay for 06/01/24 to 06/30/24."



When do I apply this protocol?

This protocol should be applied **near quarter-end**, **following the completion of the general ledger processing**. For the current quarter, GL processing concludes on June 17, 2024, so payroll transactors must follow this protocol when they submit off-cycle requests from **June 18 to June 25, 2024**.

Note: This protocol applies only to the current quarter with a pay-end date of June 28, 2024. After that date, you may submit off-cycle requests for monthly employees as usual on the next open calendar.



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