



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.

A screenshot of the "Self Service Transaction Links" form. The form has tabs for "Earnings" and "Leave". It shows a "Transaction ID: NEW" and a "Payroll Request: Off Cycle" status. There are fields for "EMP ID", "Empl Record", "Reason: No Pay Stub, No Access Time Right", and "Off Cycle?". Below this are two panels: "New Payroll Requests" and "Current Payroll Requests". The "New Payroll Requests" panel has fields for "Earnings Code" (REG), "Regular Pay" (checked), "Gross-Up", "*Pay End Date" (highlighted with a blue box), "*Earnings Begin", "*Earnings End", "Salary %", "Hourly Rt Used", "Hours", "Pay Rate", "Calc Salary", and "Hourly Rate". The "Current Payroll Requests" panel shows a summary of the request with fields for "Earnings Code", "Approval Status", "Earnings:", "Salary %:", "Hourly Rt Used:", "Hours:", "Transaction ID: NEW", "Pay End Date:", "Earnings End:", "Monthly Salary:", "Calc Salary:", and "Hourly Rate:". At the bottom, there is an "Initiator Comments" text area, "Upload Documents" and "View Attachment" buttons, and "Submit" and "Return" buttons.

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.

The screenshot shows a payroll system interface with two main sections. The top section is highlighted in blue and contains the following fields: ***Earnings Begin** (06/01/24) and ***Earnings End** (06/28/24). Below these are fields for Earnings Code (REG), Regular Pay, Gross-Up, Pay End Date, Salary %, Pay Rate, and Calc Salary. The bottom section is also highlighted in blue and contains fields for Earnings Code, Approval Status, Transaction ID (NEW), Earnings, Pay End Date, Earnings Begin, Earnings End, Monthly Salary, Salary %, and Calc Salary.

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."

The screenshot shows the 'Self Service Transaction Links' interface. The 'Earnings' tab is selected. The 'Transaction ID' is NEW. Below this are fields for EMP, ID, and Em. A checkbox asks 'Do you want to override the ChartField values?'. The 'New Payroll Requests' section is highlighted in blue and contains the following fields: Earnings Code (REG), Regular Pay, Gross-Up, Pay End Date, *Earnings Begin, *Earnings End, Salary %, Pay Rate, Calc Salary, Hourly Rt Used, and Hours. The 'Initiator Comments' field is highlighted in blue and contains the text: "Employee is due (insert hours) hours of pay for 06/01/24 to 06/30/24." Below this are buttons for 'Submit', 'Upload Documents', 'View Attachment', and 'Return'.

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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