



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 a web application interface titled "Self Service Transaction Links". It has two tabs: "Earnings" (selected) and "Leave". Below the tabs, it shows "Transaction ID: NEW" and several input fields for "EMP ID", "Empl Record", "Payroll Request: Off Cycle", "Reason: No Pay Stub, No Access Time Right", and "Off Cycle?". A checkbox asks "Do you want to override the ChartField values?". There are two main sections: "New Payroll Requests" and "Current Payroll Requests". The "New Payroll Requests" section has a search bar with "REG" entered, and checkboxes for "Regular Pay" and "Gross-Up". It has fields for "*Pay End Date" (with a calendar icon), "*Earnings Begin" (with a calendar icon), and "*Earnings End" (with a calendar icon). Below these are fields for "Salary %:", "Hourly Rt Used:", "Hours:", "Pay Rate:", "Calc Salary:", and "Hourly Rate:". The "Current Payroll Requests" section has a search bar with "REG" entered, a "Gross-Up" checkbox, and fields for "Approval Status", "Transaction ID: NEW", "Earnings:", "Pay End Date:", "Earnings Begin:", "Earnings End:", "Salary %:", "Monthly Salary:", "Hourly Rt Used:", "Calc Salary:", "Hourly Rate:", and "Hours:". At the bottom, there is a text area for "Initiator Comments:", a "Submit" button, a "Return" button, and two buttons: "Upload Documents" and "View Attachment".

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.

*Earnings Begin **06/01/24** 31 *Earnings End **06/28/24** 31

Earnings Code REG Regular Pay Gross-Up

*Pay End Date

*Earnings Begin *Earnings End

Salary %: Pay Rate:

Hourly Rt Used: 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."

Self Service Transaction Links

Earnings Leave

Transaction ID: NEW

EMP ID: Emp

Do you want to override the ChartField values?

New Payroll Requests Find View All First

Earnings Code REG Regular Pay Gross-Up

*Pay End Date

*Earnings Begin *Earnings End

Salary %: Pay Rate:

Hourly Rt Used: Calc Salary:

Hours: Hourly Rate:

Initiator Comments: **Employee is due (insert hours) hours of pay for 06/01/24 to 06/30/24.**

Submit

Upload Documents

View Attachment

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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