



## 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 March 29, 2024, pay-end date**, payroll transactors must add Initiator Comments to the E-078 form to ensure that the employee's earnings from March 30 - March 31, 2024, are captured in the correct quarter.

A screenshot of the "Self Service Transaction Links" web interface. At the top, there are tabs for "Earnings" and "Leave". Below is a form for a "Transaction ID: NEW". It includes fields for EMP ID, Empl Record, and checkboxes for "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 panels: "New Payroll Requests" and "Current Payroll Requests". The "New Payroll Requests" panel has fields for Earnings Code (REG), Regular Pay, Gross-Up, Pay End Date (highlighted with a blue box), Earnings Begin, Earnings End, Salary %, Pay Rate, Hourly Rt Used, Calc Salary, Hours, and Hourly Rate. The "Current Payroll Requests" panel shows a summary of the request with the same fields. 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:

- **Scenario 1:** Pay-End Date field shows **March 1, 2024**, for the monthly paid employee

- o **Action:** Proceed as usual without using comments
- **Scenario 2:** Pay-End Date field shows **March 29, 2024**, for the monthly paid employee
  - o **Action:** 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 March 1 to March 29, 2024, in the **Earnings Begin** and **Earnings End** fields.

2. If the employee's earnings continue past March 29, 2024, enter the following information and format in **Initiator Comments**: "Employee is due (**insert hours**) hours of pay for 03/01/24 to 03/31/24."

**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 concluded on March 15, 2024, so payroll transactors must follow this protocol when they submit off-cycle requests from **March 16 to March 26, 2024**.

**Note:** This protocol applies only to the current quarter with a pay-end date of March 29, 2024. After that date, you may submit off-cycle requests for monthly employees as usual on the next open calendar.



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