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.

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
Action: Proceed as usual without using comments

Scenario 2: Pay-End Date field shows March 29, 2024, for the monthly paid employee

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.