



## 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, the "Transaction ID: NEW" is displayed. A row of fields includes "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?". Two panels, "New Payroll Requests" and "Current Payroll Requests", contain various input fields. The "New Payroll Requests" panel has fields for "Earnings Code" (REG), "Regular Pay" (checked), "Gross-Up", "\*Pay End Date" (with a calendar icon), "\*Earnings Begin", and "\*Earnings End". Below these are fields for "Salary %:", "Hourly Rt Used:", "Hours:", "Pay Rate:", "Calc Salary:", and "Hourly Rate:". The "Current Payroll Requests" panel shows a summary of the transaction 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:

- **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.



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