March 26, 2024

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.