



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.

Self Service Transaction Links

Earnings | Leave

Transaction ID: NEW

EMP ID: Empl Record: Payroll Request: Off Cycle Reason: No Pay Stub, No Access Time Right ☐ Off Cycle?

☐ Do you want to override the ChartField values?

New Payroll Requests Find | View All First 1 of 1 Last

Earnings Code REG Regular Pay ☐ Gross-Up

*Pay End Date 29

*Earnings Begin 31 *Earnings End 31

Salary %: Pay Rate:

Hourly Rt Used: Calc Salary:

Hours: Hourly Rate:

Current Payroll Requests Find | View All First 1 of 1 Last

Earnings Code ☐ Gross-Up

Approval Status Transaction ID: NEW

Earnings: Pay End Date:

Earnings Begin: Earnings End:

Salary %: Monthly Salary:

Hourly Rt Used: Calc Salary:

Hours: Hourly Rate:

Initiator Comments:

Upload Documents

View Attachment

Submit Return

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.

EMP ID: Empl Record: Payroll Request: Off Cycle Reason: No Pay Stub, No Access Time Right Off Cycle?

***Earnings Begin** 03/01/24 31 ***Earnings End** 03/29/24 31

Earnings Code REG Regular Pay Gross-Up

*Pay End Date

*Earnings Begin *Earnings End

Salary %: Pay Rate:

Hourly Rt Used: Calc Salary:

Earnings Code Approval Status Transaction ID: NEW

Earnings: Pay End Date:

Earnings Begin: Earnings End:

Salary %: Monthly Salary:

Hourly Rt Used: Calc Salary:

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."

Self Service Transaction Links

Earnings Leave

Transaction ID: NEW

EMP ID: Empl Record: Payroll Request: Off Cycle Reason: No Pay Stub, No Access Time Right Off Cycle?

☐ Do you want to override the ChartField values?

Initiator Comments: Employee is due (insert hours) hours of pay for 3/01/24 to 3/31/24

Submit

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:

Earnings Code Approval Status Transaction ID: NEW

Earnings: Pay End Date:

Earnings Begin: Earnings End:

Salary %: Monthly Salary:

Hourly Rt Used: Calc Salary:

Hours: Hourly Rate:

Initiator Comments:

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 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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