



Off-Cycle Quarter-End Payroll for Biweekly Paid Employees (June 26 – July 21)

Please review the following protocol for submitting off-cycle pay requests for **biweekly** paid employees via the **E-078 Pay Request Form**.

What is the protocol?

When submitting off-cycle pay requests **for biweekly paid employees** with earnings **after the June 21, 2024, pay-end date**, payroll transactors must add Initiator Comments to the E-078 form to ensure that the employee's earnings on June 22, 2024, are captured in the pay period.

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

*Earnings Begin *Earnings End

Salary %: Pay Rate:
Hourly Rt Used: Calc Salary:
Hours: Hourly Rate:

Current Payroll Requests

Find | View All First ◀ 1 of 1 ▶ Last

Earnings Code

Approval Status

Earnings:

Earnings Begin:

Salary %:

Hourly Rt Used:

Hours:

Transaction ID: NEW

Pay End Date:

Earnings End:

Monthly Salary:

Calc Salary:

Hourly Rate:

Initiator Comments:

[Upload Documents](#)
[View Attachment](#)

[Submit](#) [Return](#)

Why is this protocol required?

These comments enable UCPath Center to accurately record earnings in the correct pay period.

Action Required: Payroll transactors **must check** the Pay-End Date field when using the E-078 form **for biweekly** paid employees and take the action shown in the table below:

Pay End Date Field

Action

Scenario 1: Pay End Date field shows **July 6, 2024**, for the biweekly paid employee

Proceed as usual without using comments

Scenario 2: Pay End Date field shows **June 21, 2024**, for the biweekly paid employee

Please use the comments to share employee earning details **per the instructions below**

Instructions for Scenario 2 (Pay End Date: June 21, 2024)

1. Enter the employee's earnings dates from June 9 to June 22, 2024, in the **Earnings Begin** and **Earnings End** fields.

The screenshot shows the 'Payroll Request: Off Cycle' form. At the top, there are fields for EMP, ID, and Empl Record. Below these, the 'Payroll Request: Off Cycle' section is highlighted with a blue box. It contains two main sections: '*Earnings Begin' and '*Earnings End'. The '*Earnings Begin' section has a date field set to 06/09/24 and a calendar icon. The '*Earnings End' section has a date field set to 06/22/24 and a calendar icon. Below these are fields for Earnings Code (REG), Regular Pay, Gross-Up, Pay End Date, Salary %, Pay Rate, Hourly Rt Used, and Calc Salary. A blue box highlights the '*Earnings Begin' and '*Earnings End' date fields.

2. If the employee's earnings continue past June 21, 2024, enter the following information and format in **Initiator Comments**: "Employee is due (insert hours) hours of pay for 06/09/24 to 06/22/24."

The screenshot shows the 'Self Service Transaction Links' form. It has tabs for 'Earnings' and 'Leave'. The 'Earnings' tab is selected. Below the tabs, there are fields for Transaction ID (NEW), EMP, ID, and Empl Record. A checkbox asks 'Do you want to override the ChartField values?'. Below this is the 'New Payroll Requests' section, which is highlighted with a blue box. It contains fields for Earnings Code (REG), Regular Pay, Gross-Up, Pay End Date, Salary %, Pay Rate, Hourly Rt Used, and Calc Salary. A blue box highlights the 'Initiator Comments' field, which contains the text: 'Employee is due (insert hours) hours of pay for 06/09/24 to 06/22/24.' Below the comments field are buttons for 'Submit', 'Upload Documents', 'View Attachment', and 'Return'.

When do I apply this protocol?

This protocol applies only to the current quarter with a pay-end date of **June 21, 2024**. After that date, you may submit off-cycle requests for biweekly employees as usual on the next open calendar.



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