



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: 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:

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 a payroll system interface with the following fields and values:

- *Earnings Begin: 06/09/24
- *Earnings End: 06/22/24
- Earnings Code: REG
- Regular Pay:
- Gross-Up:
- *Pay End Date:
- *Earnings Begin:
- *Earnings End:
- Salary %:
- Pay Rate:
- Hourly Rt Used:
- Calc Salary:

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' interface with the following fields and values:

- Transaction ID: NEW
- EMP:
- ID:
- Emp:
- Do you want to override the ChartField values?:
- 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:
- Initiator Comments: Employee is due (insert hours) hours of pay for 06/09/24 to 06/22/24.
- Submit:
- Upload Documents:
- View Attachment:
- 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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