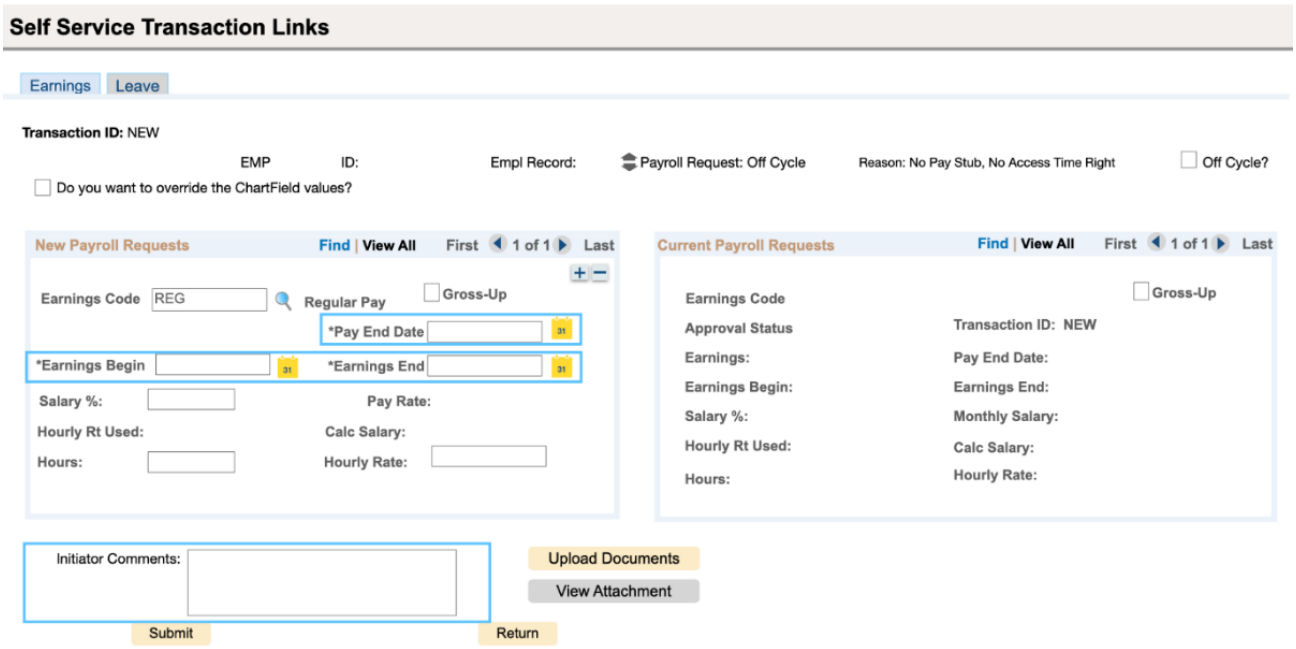
June 27, 2024

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.



Why is this protocol required?

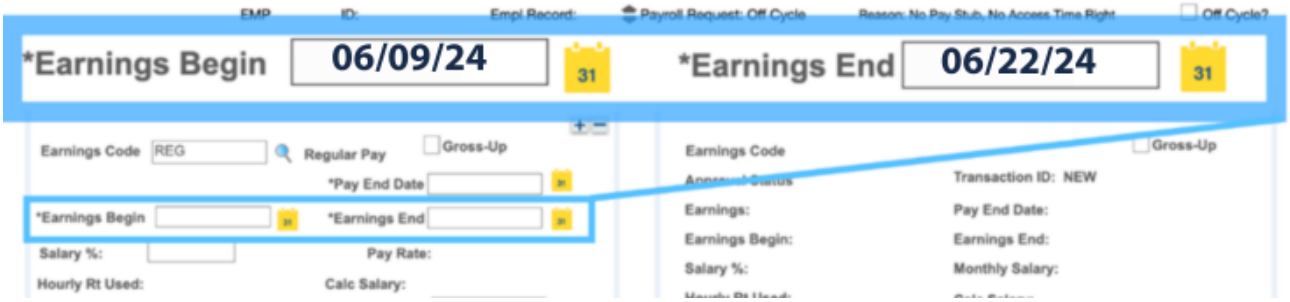
These comments enable UCPath Center to accurately record earnings in the correct pay period.

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:

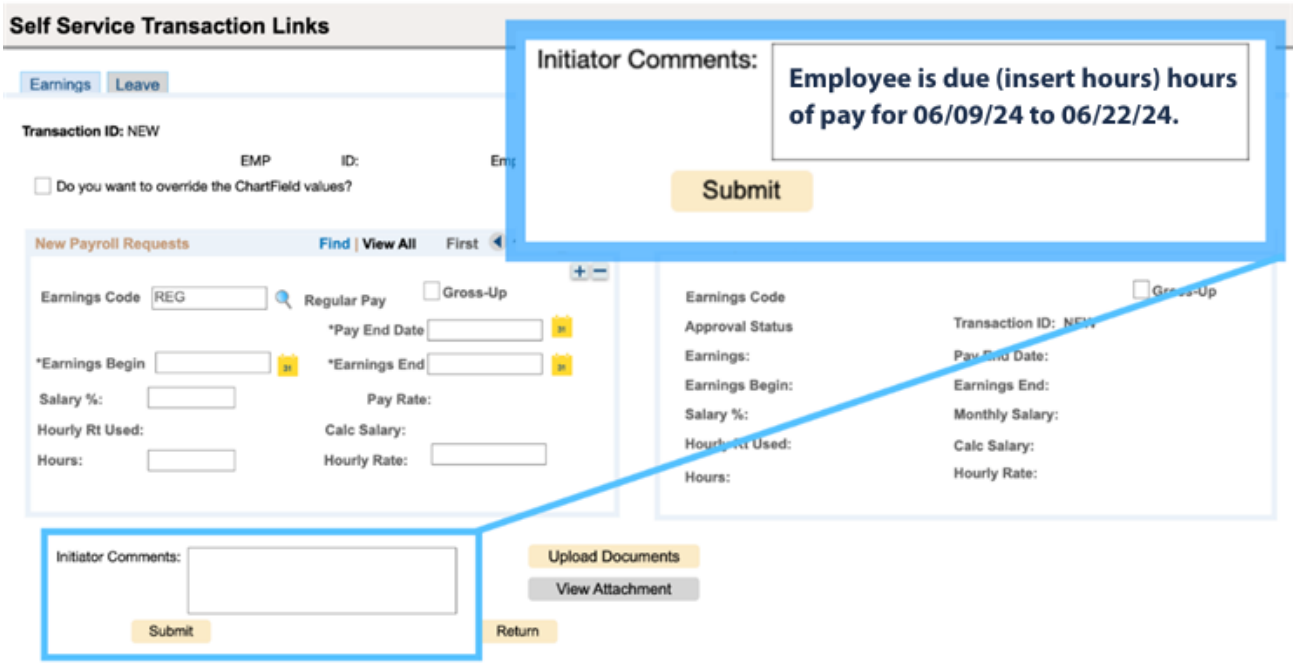
Pay End Date Field	Action
Scenario 1: Pay End Date field shows **July 6, 2024**, for the biweekly paid employee	Proceed as usual without using comments
Scenario 2: Pay End Date field shows **June 21, 2024**, for the biweekly paid employee	Please use the comments to share employee earning details **per 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.



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."



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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