



## 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 September 27, 2024, pay-end date**, payroll transactors must add Initiator Comments to the E-078 form to ensure that the employee's earnings from September 1 – September 30, 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

\*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:

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:

## Pay End Date Field

## Action

**Scenario 1:** Pay End Date field shows **September 1, 2024**, for the monthly paid employee

Proceed as usual without using comments

**Scenario 2:** Pay End Date field shows **September 27, 2024**, for the monthly paid employee

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 September 1 to September 27, 2024, in the **Earnings Begin** and **Earnings End** fields.

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

**\*Earnings Begin** 09/01/24 31 **\*Earnings End** 09/27/24 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 September 27, 2024, enter the following information and format in **Initiator Comments**: "Employee is due (**insert hours**) hours of pay for 09/01/24 to 09/30/24."

**Self Service Transaction Links**

Earnings Leave

Transaction ID: NEW

EMP ID: Emp 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 09/01/24 to 09/30/24.

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:

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 concludes on September 17, 2024, so payroll transactors must follow this

protocol when they submit off-cycle requests from **September 18 to September 26, 2024.**

**Note:** This protocol applies only to the current quarter with a pay-end date of September 27, 2024. After that date, you may submit off-cycle requests for monthly employees as usual on the next open calendar.



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