Navigation: Quicklinks> Off-Cycle Dashboard
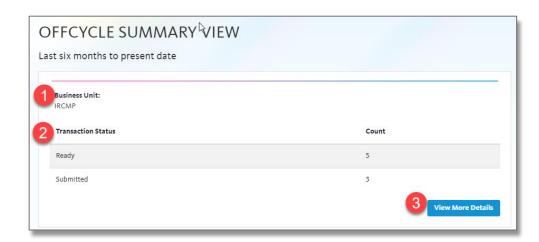
The UCPath Center created an **Off-Cycle Transaction Dashboard** for department initiators to review off-cycle check transaction status. The dashboard includes a Summary View (6 months through current date) and a Detailed View of off-cycle transactions. The dashboard replaces the off-cycle pay processing report. The report will allow you to identify by EMPL ID which employees have received off-cycle pay.
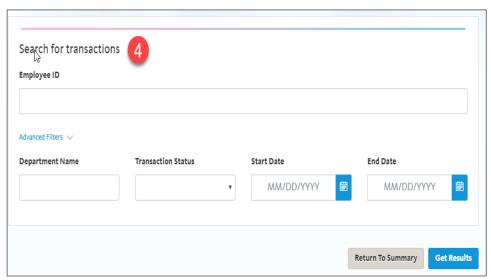
OFFCYCLE SUMMARY VIEW
Last six months to present date

1 Business Unit:
IRCMP

2 Transaction Status | Count
Ready | 5
Submitted | 3

3 View More Details

Note: Off-Cycle Check recipients must contact the UCPath Center to request the off cycle pay statement visible within UCPath. Payroll may can contact the UCPath Center by submitting an inquiry to by selecting the 'Ask UCPath' button in the top, right corner of your UCPath dashboard, or by calling them directly Monday through Friday between 8:00 am and 5:00 pm at (855) 982-7284.

1. **Business Unit:** Operation subset of University of California

2. **Transaction Statuses**:

   i. **Cancelled**: Payroll transaction has been cancelled.

   ii. **Manually Processed**: Refers to a transaction that may have been manually entered on the pay line as opposed to being loaded to the pay line.

   iii. **Processed**: PR transaction number has been loaded to off-cycle pay sheets and is being worked with.

   iv. **Ready**: The off-cycle payroll request is received at UCPath and is ready to be worked with.

   v. **Submitted**: Final payments received for termed employees. Transactions under submitted signify the final pay is received at UCPath.

3. **View More Details**: Read more details about the E-078 Request

4. **Search for transactions:**

i.   **Employee ID**: UCPath EMPL ID

ii.   **Advanced Filters:** Use the advanced filter arrow to search with specific data i.e... Department Name, Transaction Status, Start Date and End Date.

iii.   **Department Name:** Proper name of UCI Department

iv.   **Transaction Status:** Ready or Submitted

v.   **Start Date:** Enter Transaction Start Date

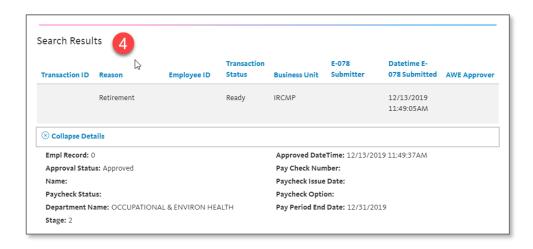vi.   **End Date:** Enter Transaction End Date.

Note: Each department or administrative unit is responsible for processing the payroll for that unit. Generally, questions that an employee may have regarding a paycheck should be directed to the person that department (or administrative unit) who is responsible for processing payroll.

UCI UCPath

Search Results ④

Transaction ID	Reason	Employee ID	Transaction Status	Business Unit	E-078 Submitter	Datetime E-078 Submitted	AWE Approver
	Retirement		Ready	IRCMP		12/13/2019 11:49:05AM	

⊗ **Collapse Details**

Empl Record: 0	**Approved DateTime:** 12/13/2019 11:49:37AM
Approval Status: Approved	**Pay Check Number:**
Name:	**Paycheck Issue Date:**
Paycheck Status:	**Paycheck Option:**
Department Name: OCCUPATIONAL & ENVIRON HEALTH	**Pay Period End Date:** 12/31/2019
Stage: 2	

Note: If the user receives a paper paycheck, the off-cycle paycheck is mailed to their home address on file. By switching to Direct Deposit users, will receive funds in their preferred bank account.

5. **Search Results**:

i. **Reason:** Reason for Off Cycle Check or Advice

iii. **Employee ID:** EMPL ID of employee receiving off cycle check

iv. **E-078 Submitter:** EMPL ID of User that initiated Off Cycle process

v. **Date time**: E-078 Submitted: Date of Off Cycle transaction

vi. **AWE Approver:** EMPL ID of Approver

vii. **Approved Date Time:** Time Stamp of Off Cycle Approval

viii. **Paycheck Number:** Paycheck Number

ix. **Paycheck Issued Date**: Date of Issued Check

x. **Paycheck Option**: Check or Advice

xi. **Pay Period End Date:** Pay Period End Date