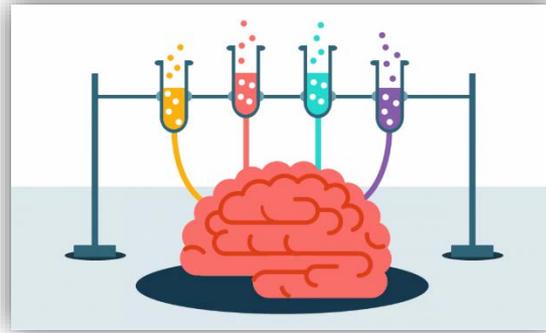


UCI UCPath

Payroll Requests

Brain Teaser Activity



- **Answer the following questions:**

1. What is coming, but never arrives?
2. What word would you use to describe a man who does not have all his fingers on one hand?
3. If you have a bowl with six apples and you take away four, how many do you have??
4. What breaks and never falls, and what falls and never breaks??

Introductions

Instructor

- Name
- UCI role
- UCPath role
- Years at UC
- Functional experience

Attendees

- Name
- University role
- Years at UCI
- Expectations for this training



General Rules

Safety & Housekeeping

- Emergency evacuation procedures
- Restrooms
- Breaks

Classroom Etiquette

- Please turn off cell phones
- No email or web surfing
- Return from breaks on time
- Please use trash receptacles in the room



Parking Lot

Parking Lot

- Capture any questions or concerns that cannot be addressed during class
- Large Post-It pads with course UCPATH categories
- Place question in appropriate location
- Provide follow up to all attendees via Zot Portal > Work Life > POC & Super Users bucket



Course Agenda

	Payroll Requests	Duration
1	1: Payroll Requests Overview	35 min
2	2: Final Pay Request	35 min
3	3: Off-Cycle	35 min
4	4: Overpayment	35 min





LESSON 1

Payroll Requests Overview



Lesson Objectives



The lesson learning objectives are:

- Describe what payroll requests are.
- Submit a final pay request.
- Submit an off-cycle pay request.
- Submit an overpayment request.



Key Concepts and Vocabulary

Term	Definition
UCPath Payroll Processing Schedule	The schedule used to process payroll for each pay group/cycle. This schedule is standard across all locations on UCPath, and is meant to ensure all files are submitted by the same deadlines so that payroll can be processed timely. The UCPath Payroll Processing Schedule is located on UCPath online. To access it, navigate to: Quick links -> Payroll Calendars & Schedules -> Payroll Processing Schedule (YYYY)
Retro Pay	Refers to the difference in earnings owed to an employee for a prior pay period.
Missed Pay	Refers to hours or earnings that were due, but not paid to the employee. Use non-retro earns codes to process missed pay. <i>Example: Employee is biweekly hourly. Hours were submitted late and did not generate pay. Because these hours were not previously paid, it is considered missed pay. These hours should be submitted with regular earn codes, not retro earn codes.</i>
Overpayments	Monies paid to Employee for more than due as a result of a timesheet error, erroneous compensation rate, coding error on job record, severance repayment, erroneous payment during unpaid leave of absence, benefits deduction errors, FICA corrections, etc.
Deduction Errors	Insufficient withholding or the arrearage of a mandatory employee-paid tax or deduction



Key Concepts and Vocabulary, cont.

Term	Definition
Adjustments	A correction to an issued paycheck that may result in an overpayment, refund (i.e. correction to earning codes, employee assignments, deductions, etc.)
Payroll Deduction	An amount withheld from an employee's pay, either involuntarily or by voluntary agreement, in order to satisfy an overpayment, insurance premium, or investment account (i.e. Fidelity, ScholarShare, parking, garnishment, etc.)



Payroll Request – Process Overview

- Payroll initiators submit a final pay, off-cycle pay or overpayment request for an employee using the **Payroll Requests** self-service component.
- Circumstances that trigger Payroll requests include:
 - **Final pay requests** – (terminations, resignations, retirements)
 - **Administrative errors** - (for example, timesheet not submitted)
 - **Settlement cases**
- Submitting a request triggers approval workflow routing and if approved locally, the approved payment is staged in the UCPath while it awaits processing by UCPC.
- A published calendar on UCPath online details all payroll related deadlines, which includes cutoff dates for entry and processing payroll requests.
- Off-cycle check distribution defaults to an employee's standard pay distribution (for example, direct deposit, paper check and so on).



UCPath Payroll Processing Schedule – Header Detail

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location						UCPath Center				
		Begin	End		<ul style="list-style-type: none"> • PayPath • Mass Hire • HR template • Leave Transaction (3pm) • Retro Pay (4pm) 	<ul style="list-style-type: none"> • I-156: FICA (3pm) 	Campus		Med Center Only		Pay Confirm	AM Post Confirm	GL Post Confirm	Pay Statements on UCPath	Leave Accrual Available on UCPath (After 5pm)
<ul style="list-style-type: none"> • Inbound Files Due**** (2:30pm) • Msg Error Log Distribution (5pm) 	<ul style="list-style-type: none"> • Location Corrections To Msg Error Log (2pm) • E-703 Funding Upload 			<ul style="list-style-type: none"> • Inbound Files Due**** (4am) • Msg Error Log Distribution (8am) 			<ul style="list-style-type: none"> • Location Corrections To Msg Error Log (2pm) 								

Column	Title	Description
A	Pay Cycle	A cycle that determines the payment schedule within each period. For locations on UCPath, there are 2 pay cycles – Bi-weekly (BW) and Monthly (MO). One key difference of UCPath vs. PPS is that transactions for a BW paid employee can only be processed in or against a BW pay cycle. Transactions for a MO paid employee can only be processed in or against a MO pay cycle.
B	Check Date	The dates on which employees are paid. These are based on the University Accounting Manual chapter P-196-16.5.
C	Begin Pay Period Date	The first date in a pay cycle’s pay period.
D	End Pay Period Date	The last date in a pay cycle’s pay period.
E	Run ID Schedule	A parameter that is used within UCPath to run a particular job (i.e. payroll processing cycle).



UCPath Payroll Processing Schedule

- Header Detail, cont.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location						UCPath Center				
		Begin	End		<ul style="list-style-type: none"> • PayPath • Mass Hire • HR template • Leave Transaction (3pm) • Retro Pay (4pm) 	<ul style="list-style-type: none"> • I-156: FICA (3pm) 	Campus		Med Center Only		Pay Confirm	AM Post Confirm	GL Post Confirm	Pay Statements on UCPath	Leave Accrual Available on UCPath (After 5pm)
							<ul style="list-style-type: none"> • Inbound Files Due*** (2:30pm) • Msg Error Log Distribution (5pm) 	<ul style="list-style-type: none"> • Location Corrections To Msg Error Log (2pm) • E-703 Funding Upload 	<ul style="list-style-type: none"> • Inbound Files Due**** (4am) • Msg Error Log Distribution (8am) 	<ul style="list-style-type: none"> • Location Corrections To Msg Error Log (2pm) 					

Column	Title	Description
F	PayPath, Mass Hire, HR Template, Leave Transaction, Retro Pay	The dates and times all location data changes and recurring AWE (MSS) items are due to the UCPath Center. These include PayPath, Mass Hire, HR Templates, Leave Transactions and Retro Pay. Once the deadline has passed, the local pay processing begins.
G	I-156 (FICA)	The dates and times all location FICA Exempt (I-156) files are due.
H	Non Med Center Inbound files due, Msg. Error Log Distribution	The dates and times that inbound files are due from locations and the deadline for the UCPath Center to send out the message error log to the locations.
I	Non Med Center Location Corrections to Msg Error Log	The dates and times message error log corrections from the locations are due to the UCPath Center, including the Funding Entry Upload (E-703).
J	Medical Center only Inbound Files Due Msg Error Log Distribution	The dates and times that inbound files are due from Med Center locations and the deadline for UCPath Center to send out the message error log to the Med Center locations.



UCPath Payroll Processing Schedule

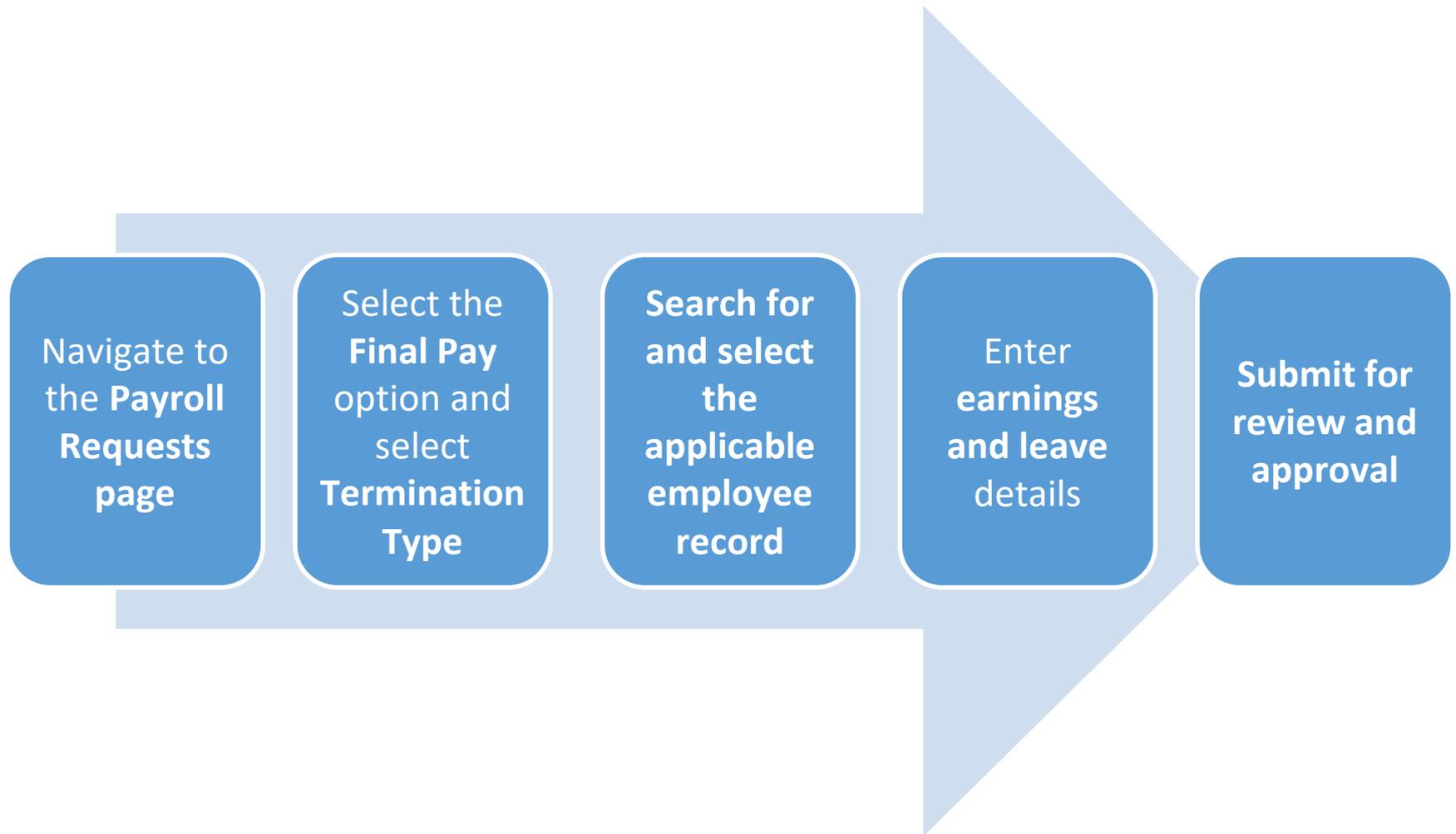
- Header Detail, cont.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location						UCPath Center				
		Begin	End		<ul style="list-style-type: none"> • PayPath • Mass Hire • HR template • Leave Transaction (3pm) • Retro Pay (4pm) 	<ul style="list-style-type: none"> • I-156: FICA (3pm) 	Campus		Med Center Only		Pay Confirm	AM Post Confirm	GL Post Confirm	Pay Statements on UCPATH	Leave Accrual Available on UCPATH (After 5pm)
<ul style="list-style-type: none"> • Inbound Files Due*** (2:30pm) • Msg Error Log Distribution (5pm) 	<ul style="list-style-type: none"> • Location Corrections To Msg Error Log (2pm) • E-703 Funding Upload 			<ul style="list-style-type: none"> • Inbound Files Due **** (4am) • Msg Error Log Distribution (8am) 			<ul style="list-style-type: none"> • Location Corrections To Msg Error Log (2pm) 								

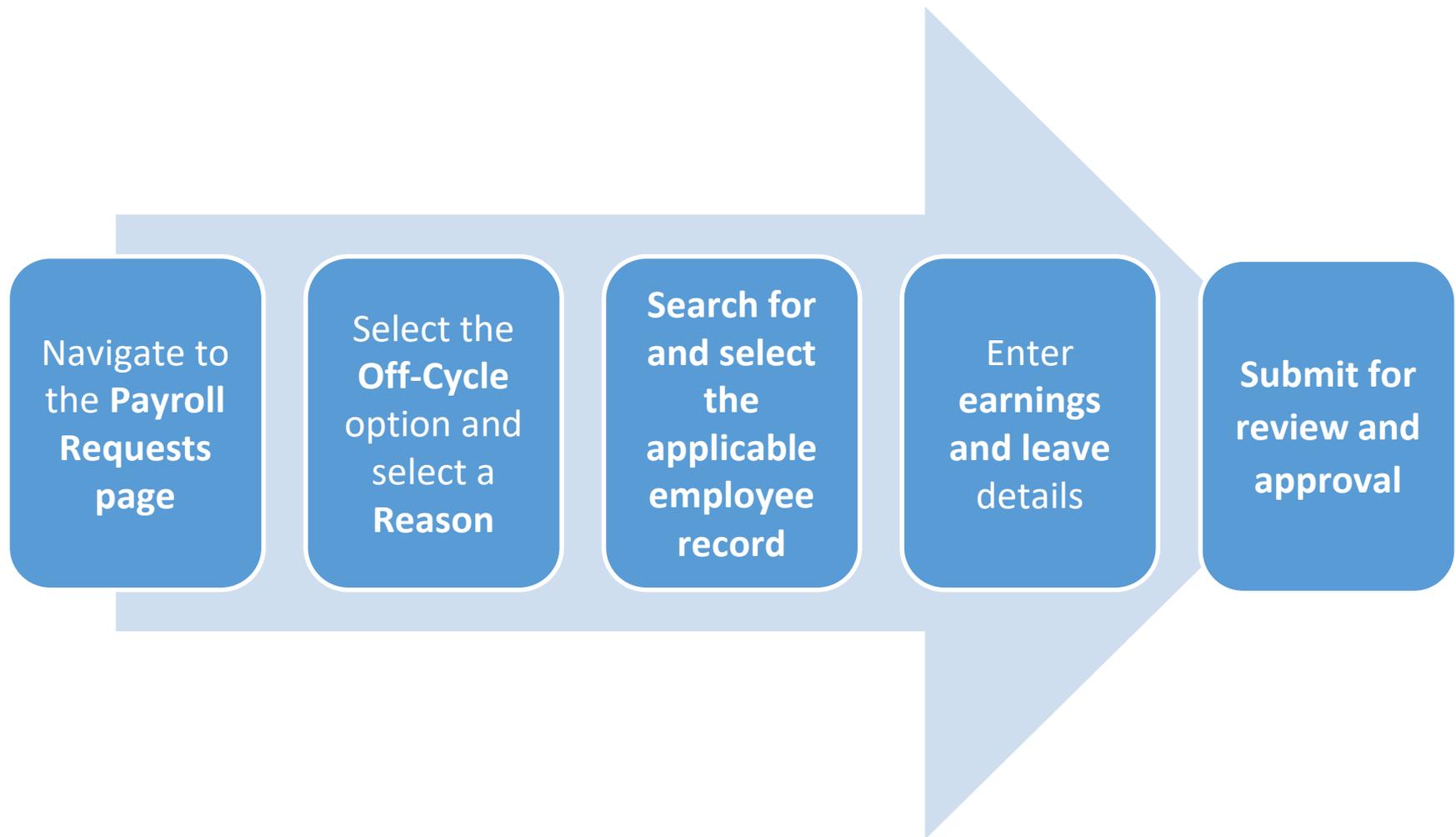
Column	Title	Description
K	Med Center only Location Corrections to Msg Error Log	The dates and times corrections from Med Center locations are due to the UCPath Center.
L	Pay Confirm	The dates that pay is finalized. Outbound files are created and reports are run.
M	AM Post Confirm	The date AM post-confirm is run.
N	GL Post Confirm	The date GL post-confirm is run. The GL integration and ODS burst are initiated at night.
O	Pay Statements on UCPATH	The dates that employees can view their pay statements on UCPATH online.
P	Leave Accrual Available on UCPATH	The dates accrual assessments will appear on UCPATH online.



High Level System Process - Final Pay



High Level System Process - Off-Cycle Pay Requests



High Level System Process - Overpayments



Processing Adjustments

- The **UCPath Center** processes adjustments. Adjustments can be defined by some of the following examples.
 - **Salary overpayment**
 - Incorrect job data (i.e. FTE, compensation, leave of absence, job end date)
 - Multiple submission of files
 - Multiple request for pay via off-cycle, Instant Pay Card (IPC), same day check, retro and on-cycle processing
 - Workers' Comp (difference in Sedgwick and UCPath pay schedule)
 - **FICA eligibility**
 - Incorrect/late student status submission (I-156)
 - Incomplete GLACIER documentation (I-619)
 - Incorrect job data (i.e. FTE, multiple jobs)
 - **Earning code re-class**
 - Incorrect hours submitted (i.e. REG vs VAC, unpaid leave of absence versus paid leave of absence)
 - Incorrect job data (i.e. earnings distribution)
 - **Benefit/retirement deduction**
 - Missed enrollment
 - Incorrect enrollment (i.e. tier corrections, eligibility)
 - Pay frequency changes
- Not all adjustments lead to an overpayment recovery.
- Adjustments not requiring overpayment recovery may lead to:
 - Refunds
 - Earnings reclassification
 - Deduction reclassification



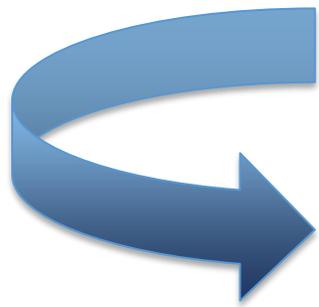
Location Responsibility - Adjustments

- UCI will be responsible for notifying the UCPath Center of adjustment as soon as the need is identified.
- Locations provide concise information regarding adjustment needed.
- Ensure all job data supports adjustment request.
- Ensure all dates are valid (i.e. hire date, job end date, term date, retirement date, SWB, etc.).
- Pay groups reflect what the adjustment is requesting.
- To avoid year end adjustments, imputed income needs to be submitted as it occurs and can be submitted using the Flat Dollar Amount (I-618).
 - Gift cards
 - Personal use of company vehicle
 - HLI (Home Loan interest)
 - Unsubstantiated FSA claims
 - Postdoc paid direct benefit
 - SMG life insurance





LESSON 2



Final Pay Request



Lesson Objectives



The module learning objectives are:

- Describe the final pay request process.
- Submit a final pay request.



Self Service Transaction Links Page

Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transaction Links**

Click the **Payroll Request** link to submit a final pay request or an off-cycle pay request.

UCI Campus will use PayPath only for Additional Pay transactions.

Self Service Transaction Links

One-Time Payments Submit one-time payments for approval	Approve One Time Pay Approve One Time Payment Request
Upload One-Time Payment File Submit one-time payment file for approval	Approve One Time File Approve One Time File Upload Request
Payroll Request Submit Final Pay or Off-Cycle Payment For Approval	Approve Payroll Requests Approve Payroll Requests
Manage Accruals Submit Payouts, Accruals, Adjustments, Takes and Hours adjustments for approval	Upload E-084 File Upload I-181 format file into Manage Accruals to create transactions and initiate AWE
Additional Pay Grant an employee additional pay	Approve Additional Pay Approve Additional Pay Request
Upload Regular Time Entry File Submit Regular Time Entry file for approval	Approve Regular Time File Approve Regular Time File upload request



Final Pay Request - Select Employee

Payroll Requests

Payroll Request Type

*Payroll Request:

Termination Type:

Employee Selection Criteria

Empl ID:

Empl Rcd:

Last Name:

First Name:

Business Unit:

Department:

Job Code:

Personalize | Find | View All | | | First 1 of 1 Last

	Name	Business Unit	Empl ID	Empl Record	Empl Status	Action	Reason Code	Effective Date	Position Number	De
1	Juul, Kevin J	UCOP1	10001681	<input type="text" value="0"/>	Active PAY		MER	07/01/2017	40001216	814100

Select the payment request **Final Pay**. After selecting **Final Pay**, the **Termination Type** field and search criteria fields appear.

Termination Type is required. Options are **Voluntary**, **Involuntary** and **Death Pay**.

Enter the **Empl ID** or alternately, use the **Last Name** and **First Name** fields.

To generate a list of employees with similar characteristics, use the **Business Unit**, **Department** and **Job Code** fields rather than Empl ID or name.

Click the **Get Employees** button.

tion displays the employee record(s) that match the search criteria.

For employees with multiple jobs, pay attention to the **Empl Record** so that you select the correct one.

Click the employee **Name** link to display the page where you enter payment details.



Final Pay Request - Enter Earnings Details (Exempt)

This component is comprised of two pages: **Earnings** and **Leave**.

If appropriate, you can enter details for more than one earnings code on the same transaction.

If the employee has a current payroll request in process, the information appears in this section.

Transaction ID: NEW 681 Empl Record: 0 Payroll Request: Final Pay Reason: Voluntary Off Cycle?

The **Earnings Code** selection is limited to the values in the employee's Earnings Program based on **Pay Group**.

*Earnings Code: REG Regular Pay Gross-Up

*Pay End Date: 03/31/2018

*Earnings Begin: 03/01/2018 *Earnings End: 03/31/2018

Salary %: 20.00

Hourly Rt Used: 73.131116

Hours: 34.800000

The **Salary %** field displays for exempt employees. Earnings codes are defined as hours only. Calculation uses standard hours based on date, not 174. Comp rate calculation is based on the percentage entered and takes into account the employee's FTE.

The **Pay End Date** field defaults to the end date for the current pay cycle (either monthly or biweekly, based on the employee's pay group). Do not override this field. When you tab out of the **Salary %** field, the view-only fields populate with the calculation results based on the % and FTE.

The **Earnings Begin** and **Earnings End** fields must be entered before the **Salary %** field. Use the **Ini** details that help the location approver understand any special circumstances or necessary information during the review and approval process.

Current Payroll Requests Gross-Up

Account/CC:
Fund:
Project:
Sub:

Initiator Comments:

Upload Documents
View Attachment

Submit Return

Upload or view supporting documents, such as severance documents.



Final Pay Request - Enter Earnings Details, Non-Exempt

Earnings | Leave

Transaction ID: NEW

681 Empl Record: 0 Payroll Request: Final Pay Reason: Voluntary Off Cycle?

First 1 of 1 Last

Gross-Up

*Earnings Code: REG Regular Pay Gross-Up

*Pay End Date: 03/31/2018

*Earnings Begin: 03/01/2018 *Earnings End: 03/31/2018

Salary %: 20.00

Hourly Rt Used: 73.131116

Hours: 34.800000

Current Payroll Requests

Find | View All First 1 of 1 Last

Gross-Up

Account/CC:

Fund:

Project:

Sub:

Initiator Comments:

Upload Documents

View Attachment

Submit Return

This component is comprised of two pages: **Earnings** and **Leave**.

If appropriate, you can enter details for more than one earnings code on the same transaction.

If the employee has a current payroll request in process, the information appears in this section.

The **Earnings Code** selection is limited to the values in the employee's Earnings Program based on **Pay Group**.

The **Pay End Date** field defaults to the end date for the current pay cycle (either monthly or biweekly, based on the employee's pay group). Do not override this field.

The **Salary %** field displays for exempt employees. When you tab out of the **Salary %** field, the view-only fields populate with the calculation results based on the % and FTE.

The **Salary %** field displays for exempt employees. When you tab out of the **Salary %** field, the view-only fields populate with the calculation results based on the % and FTE.

The **Earnings Begin** and **Earnings End** fields must be entered before the **Salary %** field. The calculation uses standard hours based on the date, not 174. Comp rate calculation is based on the percentage entered and takes into account the employee's FTE.

Use the **Initiator Comments** field to enter details that help the location approver understand any special circumstances or necessary information during the review and approval process.

Upload or view supporting documents, such as severance documents.



Salary % for Monthly Exempt Employees

Hours must be prorated based on the monthly working hours for a particular month. There are four possible variations, based on 100% of hours worked:

- 184 Hour Month
- 176 Hour Month
- 168 Hour Month
- 160 Hour Month

Automatic hours generation should be prorated based on FTE.

- FTE should be multiplied against the monthly working hours each month to derive the total hours worked.
- For example, the hours worked for a job of FTE .60 is as follows:
 - 184 Hour Month > 110.40 hours
 - 176 Hour Month > 105.60 hours
 - 168 Hour Month > 100.80 hours
 - 160 Hour Month > 96.00 hours



Final Pay Request - Enter Leave Details

Use the **Leave** page to enter any sick or vacation time that has been taken in the current pay period.

Sick and vacation time used must be entered by day. Add a new row for each day to record hours.

For separations, select the **Payout Accruals** check box to signal to UCPC to calculate and enter final payout codes, such as TRM and COMP as appropriate, and amounts.

The screenshot shows the 'Final Pay Request' form in UCPath. At the top, there are two tabs: 'Earnings' and 'Leave', with 'Leave' selected and highlighted by a red box. Below the tabs, the form displays the following information:

- Transaction ID: NEW
- Employee: Kevin Juul (EMP ID: 10001681)
- Empl Record: 0
- Payroll Request: Final Pay
- Reason: Voluntary
- Off Cycle?:
- Payout Accruals?: (highlighted by a red box)

There are two main sections for entering request details:

- New Payroll Requests:** This section has a '+ -' button (highlighted by a red box) to add or remove rows. The first row shows:
 - *Earnings Code: VAC (Vacation Leave-Used Salaried)
 - Hours: 8.000000
 - Earnings Begin: 03/20/2018
 - Earnings End: 03/20/2018 (both dates are highlighted by a red box)
- Current Payroll Requests:** This section shows details for the current request, including *Earnings Code, Approval Status, Hours, and Earnings Begin/End dates.

At the bottom of the form, there are two buttons: 'Submit' and 'Return'. The 'Submit' button is highlighted by a red box. Below the form, there are three callout boxes:

- A box pointing to the 'Earnings Begin' and 'Earnings End' dates: "Earnings Begin and Earnings End dates should be the same to indicate one day."
- A box pointing to the 'Submit' button: "Click **Submit** to initiate the approval process workflow."
- A box pointing to the 'Return' button: "The **Return** button discards the changes and returns to the search criteria page."



Payroll Request: Death Pay

- The **Payroll Request** transaction is used in connection with death payment processing.
 - It is submitted by UCI at the request of the Beneficiary Care Coordinator (BCC).
- Specify the **Final Pay** option and **Death Payment** as the **Reason** to distinguish this from voluntary, involuntary and retirement final payments.
- For overpayments, the UCPath Center works with the UCOP Office of General Counsel (OGC) for direction.
- One-month equivalent (OME) pay is in addition to any other death benefit, such as life insurance, continuation of medical benefits for survivor(s), pension or retirement plan.



Death Pay Process Overview

- The beneficiary or another third party informs UC of the death of a University employee.
- The Location submits **Smart HR Template Transaction** to terminate the deceased employee.
- UCPC Beneficiary Care Coordinator begins gathering the required information.
- UCPath Center Payroll calculates and sends one-month equivalent check to the beneficiary or third party.
- The Location submits the **Payroll Request** for final pay at the request of the BCC.
- UCPath Center Payroll processes the request and communicates final payments to BCC.
- Beneficiary/Third Party receives final pay check.



Death Pay Timelines

Deadlines and timelines are dependent on whether or not a beneficiary has been identified and contacted.

- The Location should submit the termination transaction within 2 business days of receiving notification. UCPATH Center processes cannot begin until the termination is processed in UCPATH.
- The BCC is notified and the beneficiary is identified. The Survivor Questionnaire is sent to the next of kin.
- The BCC contacts the Location to request FAUs for OME and final wages.
- OME is processed within 24 hour of receiving all information from the beneficiary.
- The BCC requests the Location submit a **Payroll Request** for final pay.
- The 40-day Affidavit and benefit packet is sent to the survivor.
- Final pay is processed and the check is mailed to the survivor.



Final Pay Responsibilities: Location vs. UCPC

- Location submits Payroll Request (E-078) for termination as soon as notification of termination is received
 - Allows adequate time for the UCPath Center to make any inquiries to the location if necessary
 - Ensures all Final Pay components below are met as required

	VOLUNTARY SEPARATION	INVOLUNTARY SEPARATION
Represented	<ul style="list-style-type: none"> • Locations provide: <ul style="list-style-type: none"> • Final hours worked • Takes taken but not reported • Check box to pay out accruals • Union deductions apply • TRM will be provided by UCPath Center • *Final check issued within 72 hours of day of separation (off-cycle processing required) 	<ul style="list-style-type: none"> • Locations provide: <ul style="list-style-type: none"> • Final hours worked • Takes taken but not reported • Check box to pay out accruals • Union deductions apply • TRM will be provided by UCPath Center • Final check issued on day of separation (off-cycle processing required)
Non-Represented	<ul style="list-style-type: none"> • Locations provide: <ul style="list-style-type: none"> • Final takes not reported • Check box to pay out accruals • TRM will be provided by UCPath Center • Final check issued during next on-cycle 	<ul style="list-style-type: none"> • Locations provide: <ul style="list-style-type: none"> • Final hours worked • Final takes not reported • Check box to pay out accruals • TRM will be provided by UCPath Center • Final check issued on day of separation (off-cycle processing required)

* The 72 hour turnaround can only be achieved if the location provides the Payroll Request (E-078) in a timely manner and follows the off-cycle deadlines. (see next slide)





Submit Final Pay Request

- Watch as your instructor demonstrates how to submit a final pay request in UCPATH.
- Follow along using the **UCPATH Help** topic.
 - Open the **UCPATH Help** site and refer to the *Submit Final Pay Request* topic.
 - Launch the **See It!** version of the topic.
- At the end of the demonstration, you will have the opportunity to practice this task.





LESSON 3



Off-Cycle Pay Request



Lesson Objectives



The module learning objectives are:

- Describe the Off-Cycle Pay request process.
- Submit an off-cycle pay request.



Process Overview – Off-cycle pay process

Below is a breakdown of items that may or will not be accepted for off-cycle processing after stabilization.

Items that may be accepted for off-cycle processing

- Time not submitted due to department oversight
- Hire transaction not entered into UCPath
- Employee (hourly or salary) missing significant portion of regular pay
- Final pay for:
 - Represented employees (voluntary or involuntary terminations)
 - Non-represented employees (involuntary terminations)
- Situations requiring expedited payments due to:
 - Adherence to legal contract or agreement
 - Financial hardship

Items that will not be accepted for off-cycle processing

- Refunds for local deductions
- Corrections for hours paid to incorrect job
 - Difference in rate of pay
 - No change in rate of pay
- Retroactive pay owed to an employee due to:
 - Promotion
 - Mass wage increase
 - Lump sum payments
- Premium pay owed to an employee
 - Overtime
 - Shift differential
 - Any other type of pay not included in regular salary
- Additional pay
 - Bonus
 - Relocation incentives
 - Admin stipends



Timing and Deadlines – Off-Cycle Pay Process

- The UCPath Center will utilize established off-cycle timelines for scheduling the processing of Payroll Requests (E-078).
- Stabilization processing will be daily, except for on pay confirm days.
- Payroll Requests (E-078) received by 2:00pm will be processed on the next business day.
- Payroll Requests (E-078) received after 2:00pm will be processed within two business days.
- Corrections are due by 9:00am on the next business day.
- Check issue date will be 2 days from processing date.

Off-Cycle Schedule – FOR STABILIZATION

Process Step:	Monday	Tuesday	Wednesday	Thursday	Friday
Location cutoff to submit Payroll Request (E-078)	2:00pm	2:00pm	2:00pm	2:00pm	2:00pm
Corrections due	9:00am	9:00am	9:00am	9:00am	9:00am
Processing date for Payroll Requests (E-078) received by 2:00pm	Requests received on Friday	Requests received on Monday	Requests received on Tuesday	Requests received on Wednesday	Requests received on Thursday
Processing date for Payroll Requests (E-078) received after 2:00pm	Requests received on Thursday	Requests received on Friday	Requests received on Monday	Requests received on Tuesday	Requests received on Wednesday



Off-Cycle Pay Request – Select Employee

Payroll Requests

Payroll Request Type

*Payroll Request: 

Reason: 

Employee Selection Criteria

Empl ID: 

Empl Rcd: 

Last Name: 

First Name: 

Business Unit: 

Department: 

Job Code: 

Employee Details

Name	Business Unit	Empl ID	Empl Record	Empl Status	Action	Reason Code	Effective Date	Position Number
1 Ruiz, Matthew	RVCMP	10021039	<input type="text" value="0"/>	Active POS		RTC	02/08/2018	40014469

Select the **Off Cycle** request option.
The **Reason** field and selection criteria appear.

You must also select the **Reason**.

Enter the **Empl ID** or alternately, use the **Last Name** and **First Name** fields.

To generate a list of employees with similar characteristics, use the **Business Unit**, **Department** and **Job Code** fields rather than Empl ID or name.

Click the **Get Employees** button.

The **Employee Details** section displays the employee record(s) that match the search criteria.

For employees with multiple jobs, pay attention to the **Empl Record** so that you select the correct one.

Click the employee **Name** link to display the page where you enter payment details.



Off-Cycle Pay Request - Enter Transaction Details

Earnings **Leave**

Click the **Leave** tab at the top to continue entering the request with absence takes, if applicable.

If appropriate, you can enter details for earnings code on the same page as the earnings code. If an employee has more than one earnings code.

The **Off-Cycle** check box defaults to selected.

Transaction ID: NEW

Matthew Ruiz EMP ID: 10021039 Empl Record: 0 Payroll Request: Off Cycle Reason: Missed Significant Pay Off Cycle?

Do you want to override the ChartField values?

New Payroll Requests Find | View All First 1 of 5 Last

*Earnings Code: REG Regular Pay Gross-Up

*Pay End Date: 02/24/2018

*Earnings Begin: 01/29/2018 *Earnings End: 01/29/2018

Hours: 8.000000

Current Payroll Requests Find | View All First 1 of 2 Last

Earnings Code: REG Regular Pay Gross-Up

Approval Status: Approved Transaction ID: PR00000471

Earnings: Pay End Date: 01/27/2018

Earnings Begin: 01/15/2018 Earnings End: 01/27/2018

Salary %: Monthly Salary:

Hourly Rt Used: Calc Salary:

Hours: 3.000000 Hourly Rate:

Chart Field Details

Account (UCR):

Activity:

Fund:

Cost Center:

Project Code:

Function:

If the employee has a current off-cycle payroll request in process, the information appears in this section.

After all **Earnings** and/or **Leave** has been entered, click the **Submit** button to route the request to your internal Approver(s). This is the AWE workflow process. When submitted, a transaction ID is assigned to reference the request at all levels.

Submitting documentation..

Submit



Off-Cycle Pay Request – Exempt Enter Transaction Details

Earnings | **Leave**

Click the **Leave** tab at the top to continue entering the request with absence takes, if applicable.

If appropriate, you can enter details for earnings code on the same page as the earnings code. If you have more than one earnings code, you can add another earnings code.

The **Off-Cycle** check box defaults to selected.

Transaction ID: NEW

Matthew Ruiz EMP ID: 10021039 Empl Record: 0 Payroll Request: Off Cycle Reason: Missed Significant Pay Off Cycle?

Do you want to override the ChartField values?

New Payroll Requests Find | View All First 1 of 5 Last

*Earnings Code: REG Regular Pay Gross-Up

*Pay End Date: 02/24/2018

*Earnings Begin: 01/29/2018 *Earnings End: 01/29/2018

Hours: 8.000000

Current Payroll Requests Find | View All First 1 of 2 Last

Earnings Code: REG Regular Pay Gross-Up

Approval Status: Approved Transaction ID: PR00000471

Earnings: Pay End Date: 01/27/2018

Earnings Begin: 01/15/2018 Earnings End: 01/27/2018

Salary %: Monthly Salary:

Hourly Rt Used: Calc Salary:

Hours: 3.000000 Hourly Rate:

Chart Field Details

Account (UCR):

Activity:

Fund:

Cost Center:

Project Code:

Function:

If the employee has a current off-cycle payroll request in process, the information appears in this section.

After all **Earnings** and/or **Leave** has been entered, click the **Submit** button to route the request to your internal Approver(s). This is the AWE workflow process. When submitted, a transaction ID is assigned to reference the request at all levels.

Submitting documentation..

Submit





Submit Off-Cycle Pay Request

- Watch as your instructor demonstrates how to submit a final pay request in UCPATH.
- Follow along using the **UCPATH Help** topic.
 - Open the **UCPATH Help** site and refer to the *Submit Off-Cycle Pay Request* topic.
 - Launch the **See It!** version of the topic.
- At the end of the demonstration, you will have the opportunity to practice this task.





LESSON 4



Overpayments



Lesson Objectives



1. Overview

2. Final Pay

3. Off- Cycle Payments

4. Overpayments

The module learning objectives are:

- Describe the Overpayment process.
- Submit an Overpayment request.
- Understand UCPC involvement & Submitting a Case.



Overpayment Process Overview

- The UCPath Center processes the request for an overpayment identified by Location, including:
 - Calculation of the amount owed back from the employee
 - Compilation of the overpayment recovery packet
- If the UCPath Center or the employee identifies the overpayment, the UCPath Center works with the Location to resolve.
 - The Location facilitates discussions with the employee and works with the employee to determine which payment plan is best.



Overpayments – Timing and Deadlines

- Locations will be responsible for notifying the UCPATH Center of adjustment as soon* as the need is identified.
- Location will be responsible for supporting efforts to collect outstanding overpayments by reviewing agreements, obtaining employee signatures and submitting completed agreements to the UCPATH Center within 10 days of receipt of overpayment packet.
 - After 10 business days, overpayment is escalated to the UCPATH Center Payroll Manager, who will work with Location to resolve.
- If overpayment recovery efforts are unsuccessful, the employee will be billed by UCLA BAR. If billing account remains unpaid for 120 days, it will be referred to collections unless an alternative recovery plan is established through discussion with the location's Academic and/or HR office.
- If an employee is separated, on leave with no return date, or chooses to submit payment via personal check, the employee will be set up for billing through UCLA BAR.
- Year end processing requires a hard deadline for that year. This deadline (for current year overpayments) will be shared multiple times during our year end meetings.

**This becomes more urgent during the 4th quarter of the calendar year.*



Business Use Case Scenario: Job Data Triggers

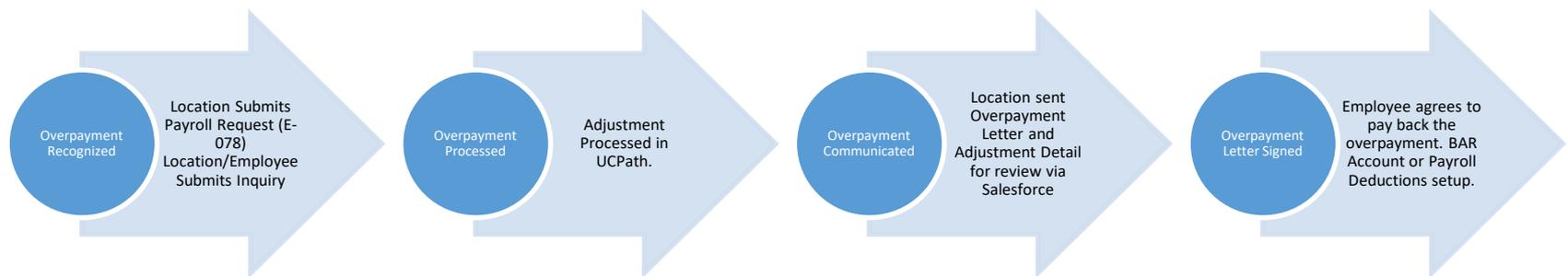
STANDARD PROCESS (HAPPY PATH)

- Employee is hired into an additional academic summer salary position for the months of June through July.
- During the set up of this employee's additional job record the "Expected Job End Date" is left blank and "End Job Automatically" check box is not selected.

Expected Job End Date _____

End Job Automatically

- The employee is then overpaid for the month of August because the additional academic summer salary position did not terminate at the end of July.



Business Use Case Scenario – FICA Adjustments

- A student employee is hired.
- The location initially submits 12 credits for the employee, granting the student exemption from FICA.
- Later the employee drops to part-time student status. However, the location fails to report the change in course load to UCPATH. So, the FICA exemption is never taken from the student.
- The location later realizes the error. However, at this point the employee has already received multiple checks that should have been subject to FICA.
- This scenario has resulted in an overpayment for missed FICA deductions.



Overpayment Payroll Request

Option 1

Submit through a batch process in the next available on-cycle

- Submit negative amounts either via Regular Time Entry (I-181) as hours or via Flat Dollar Amount (I-618) as amounts. The earn code determines which of the above to utilize.
- Submit amount day by day to ensure accruals are recorded properly for FLSA purposes.
- Use the prior period(s) in **Earnings Begin Date** and **Earnings End Date**.
- These transactions will be processed for the payday based on the **Pay Period End Date** of the transaction.
- The employee's future check will be reduced by the negative earnings.

This option should only be used under the direction and guidance of Campus Payroll.

Option 2

Submit an overpayment request using the Payroll Request (E-078)

- Submit amount day by day to ensure accruals are recorded properly for FLSA purposes.
- Complete the form with correct **Pay Period Date** and **Pay Check Date**.
- Include any additional comments that would help the UCPath Center ensure a thorough adjustment is processed with no unnecessary delays. Examples include:
 - Reason for adjustment/overpayment
 - *“Employee was overpaid due to leave of absence...”*
 - *“Employee was not entitled to Holiday Pay because he/she is not a full time employee...”*
 - Specific amount of hours, flat dollar amount, or deduction
 - *“Employee was overpaid 40 hours of Sick leave”*
 - *“Employee was not deducted for UC Retirement for the 05/01/17 paycheck”*



Overpayment Request – Select Employee

Payroll Requests

Payroll Request Type

*Payroll Request:

Reason:

Employee Selection Criteria

Empl ID:

Empl Rcd:

Last Name:

First Name:

Business Unit:

Department:

Job Code:

Personalize | Find | View All | | | First 1 of 1 Last

Name	Business Unit	Empl ID	Empl Record	Empl Status	Action	Reason Code	Effective Date	Position Number
1 Rodarte, Sara	MECMP	10005485	<input type="text" value="0"/>	Active DTA		CNV	12/01/2017	40004268

Select the **Overpayment** request option.
The **Reason** field and selection criteria display.

You must also select the **Reason**.
Options are **Current Year** and **Prior Year**.

Enter the **Empl ID** or alternatively, use the
Last Name and **First Name** fields.

To generate a list of employees with similar
characteristics, use the **Business Unit**,
Department and **Job Code** fields rather than
Empl ID or name.

Click the **Get Employees** button.

The **Employee Details** section displays the employee
record(s) that match the search criteria.
For employees with multiple jobs, pay attention to the
Empl Record so that you select the correct one.
Click the employee **Name** link to display the page where
you enter payment details.



Overpayment Request - Enter Earnings Details

Earnings | Leave

This component is comprised of two pages: **Earnings** and **Leave**.

If appropriate, you can enter details for more than one earnings code on the same transaction.

If the employee has a current payroll request in process, the information appears in this section.

Transaction ID: NEW

[Sara Rodarte](#) EMP ID: 10005485 Empl Record: 0 Payroll Request: Over Pay Reason: Current Year 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: 03/12/2018

*Earnings Begin: 01/01/2018 *Earnings End: 01/31/2018

Salary %: 50.00 Monthly Salary: 4149.700000

Hourly Rt Used: 23.848851 Calc Salary: 2074.850000

Hours: 87.000000

Current Payroll Requests Find | View All First 1 of 1 Last

Gross-Up

Earnings Code: Transaction ID: NEW

Approval Status: Pay End Date:

Earnings: Earnings End:

Earnings Begin: Monthly Salary:

Salary %: Calc Salary:

Hourly Rt Used: Hourly Rate:

Hours:

Chart Field Details

Location:

Account/CC:

Fund:

Project:

Upload or view supporting documentation.

Upload Documents

View Attachment

Initiator Comments: EE was overpaid on January pay by 50%.

Submit

Return

Return to the **Payroll Request** page.



Regular Time Entry/Flat Dollar Amount for an Overpayment

You can submit reduction to pay or hours using Regular Time Entry (I-181) or Flat Dollar Amount (I-618) file uploads if the following criteria are met:

- The transaction is not for a prior calendar year.
- The overpayment amount will be recovered within two consecutive pay periods.
 - If payment is collected over more than two consecutive pay periods because of financial burden, submit the overpayment via **Payroll Request**.
- Employee's written authorization is obtained prior to recovery.
- The transaction is less than 50% of the employee's gross pay.
- With the reduction to pay or hours, the employee's deductions will not be adversely impacted, such as benefit deductions or garnishments.
- These files should only be submitted with the advice and guidance of Campus Payroll.



Example of Negative Time Entry

Main Points:

- Enter the necessary **Leave**
- Enter **Hours*** (this will be negative for an employee who needs an adjustment)
- Enter **Earnings Begin date****
- Enter **Earnings End date****
- Add **Initiator Comments***** if necessary
- Check the **Payout Accruals?** box

**Enter hours day by day, not in a lump sum amount. This impacts accruals and FLSA if entered incorrectly.*

***Enter one line entry per day.*

****Initiator Comments are crucial for adjustments. The UCPath Center needs as much information/detail as possible here.*

Favorites ▾ Main Menu ▾ > UC Customizations ▾ > UC Extensions ▾ > Self Service Transaction Links

ORACLE

Earnings Leave

Transaction ID: NEW
EMP ID: 10002253 Empl Record: 0 Payroll Request: Over Pay Off Cycle? Payout Accruals?
Reason: Prior Year

New Payroll Requests Find | View All First 1 of 1 Last

*Earnings Code: VAC Vacation Leave-Used Salaried
Hours: -8.000000
Earnings Begin: 11/01/2017 Earnings End: 11/01/2017

Current Payroll Requests Find | View All First 1 of 1 Last

*Earnings Code:
Approval Status: Transaction ID: NEW
Hours:
Earnings Begin: Earnings End:

Initiator Comment: UCPC, please process prior year overpayment for the month of November 2017.

Submit Return



Overpayment Packet Coordination



Inquiry Number: 00191519
Inquiry Subject: Overpayment Recovery Notice
Submitted Date: 11/3/2017
Employee Name: Scooby Doo
Employee ID: 100XXXXX.

UCPath Transaction ID:

Hello POC name,

This notice is in response to the following Payroll Overpayment Request submitted on <<Date>> by <<Enter Name>>, regarding a UC Office of the President employee, <<Employee Name>>, <<Employee ID #>>.

Enclosed are three documents:
1. Overpayment Notice (summary of the overpayment)
2. University of California UCPath Center (UCPC) Repayment Agreement Form (the form the employee will use to select a repayment option)
3. Overpayment Detail

These documents should be presented to the employee during their payroll overpayment discussion meeting, which should be scheduled by your location with the employee. This meeting should allow ample time for the employee to complete the University of California Repayment Agreement and return the form by <<Deadline Date>>.

If we do not receive a response, the UCPath Center will proceed with the billing process, and the account may be referred to collections.

Please send a signed copy of the Employee Repayment Agreement via UCPath Portal by submitting an inquiry (<http://ucpath.universityofcalifornia.edu>).

You may also fax the form to (855) 982-2329.

To check the status of your inquiry, please visit UCPath Portal at <http://ucpath.universityofcalifornia.edu>

- Click **Ask UCPath Center** located on top right corner.
- Select **My Inquiries** from the menu.

If you need assistance, please reply to this email or contact the UCPath Center:

When an adjustment results in an overpayment:

- The UCPath Center will notify the location via Case email.
 - This email will have attachments to be presented to the employee (examples shown in next 3 slides).
 - The location is advised to schedule time with the employee to review and discuss the overpayment documents, aid in answering questions, secure a signature for the desired repayment option, and return the signed University of California Repayment Agreement back to the UCPath Center by the due date.



Overpayment Packet Coordination

UNIVERSITY OF CALIFORNIA UCPATH Center
5/7/2018

Scooby Doo
255 Mystery Machine Court
Spooky Town, CA 12345

Re: Scooby Doo
ID# 000000000

Dear Mr. Scooby Doo,

During a review of your payroll history, an overpayment of salary has been identified. The review of these records finds a preliminary net amount of \$ 189.02 in overpayment. We sincerely regret any inconvenience this matter may cause you. You are a valued employee, and the UCPATH Center looks forward to working with you to promptly resolve this situation in a manner that best meets your needs.

The overpayment resulted because your UCRP was not deducted from your March 21st and April 4th paychecks, affecting pay periods 2/25/18 to 3/10/18 and 3/11/18 to 3/24/18, check #50125385 and #50110036. The purpose of this letter is to alert you to this situation and to offer you an opportunity to identify and discuss any questions you may have about the overpayment and the repayment options available to you. The UCPATH Center is available to work with you to mitigate any potential impacts on benefit, deductions and taxes.

The following chart summarizes the overpayment:

	Gross:	Deductions:	Net Amount:
Paid Amount:	\$ 3,854.42	\$ 1,029.58	\$2,824.84
Correcting Calculation	\$ 3,854.42	\$ 1,218.60	\$2,635.82
Overpayment:	\$ 00.00	\$ 189.02	\$ 189.02

Included in this packet are the details of the overpayment and the repayment options. Please review the information provided and select a repayment plan that will be the least impactful for you and your family. Should the suggested repayment plans below not meet with your needs, please contact UCPATH Center or your campus Central Human Resources Office to discuss other available options.

Please complete the enclosed University of California Repayment Agreement and return it to the UCPATH Center by 05/21/18.

The UCPATH Center has partnered with the UCLA billing system to provide services to assist us with securing with repayment. Depending on the selected repayment option, you may receive additional information and notices from UCLA.

Assisting you with the resolution of this situation is a priority. If you have any additional questions regarding your choice of repayment or other related matters, please contact the UCPATH Center by submitting an inquiry at <https://ucpath.universityofcalifornia.edu> or by calling directly Monday – Friday 8.00 a.m. – 5.00 p.m. (PST) at 855-982-7284.

Sincerely,
UCPATH Center

14350-1 Meridian Parkway
Riverside, CA 92518
ucpath.universityofcalifornia.edu
EMPL ID 10005285
dd

NT 329
Page 1 of 2

- This is an example of the overpayment letter, which includes:
 - Indication of how the overpayment occurred.
 - A chart summarizing the overpayment and net due.
 - The due date that the signed University of California Repayment Agreement is due back to the UCPATH Center.



Overpayment Packet Coordination

STANDARD PROCESS (HAPPY PATH)

UNIVERSITY OF CALIFORNIA UCPath Center
University of California Repayment Agreement

Re: Scooby Doo
ID# 00000000

This is to acknowledge a debt of \$ 189.02 which is owed back to The Regents of the University of California. This debt amount is the result of a salary overpayment from earnings dated from 02/25/18 to 03/24/18. Please review the information provided and select a repayment plan that will be the least impactful for you and your family. Should the suggested repayment plan below not meet with your needs, please contact UCPath Center or your local HR Department to discuss other available options. Please complete and return to the UCPath Center by 05/21/18.

Please select one of the following choices:

1) Full One-time Repayment:

I agree to a one-time payment for the entire amount owed via a payroll deduction from my next payroll. Payment in the amount of: \$ 189.02

I agree to pay the entire amount by personal check. Please make check payable to UC Regents and send check, along with a copy of this agreement, to:

UCPath Center
Box 957102, 1125 Murphy Hall
405 Hilgard Ave.
Los Angeles, CA 90095-7102

2) Suggested Schedule of Installments:

I agree to a recurring payroll deduction from my paycheck(s) until the overpayment is paid in full. The agreed upon deduction will be automatically deducted based on the schedule below.

I agree to submit payments by personal check, based on the schedule below. Please make check payable to UC Regents and send check, along with a copy of this agreement, to the address listed above.

Suggested Repayment Schedule	Suggested Amount of Deduction	Payment Due Date
Installment 1	\$ 94.51	5/30/2018
Installment 2	\$ 94.51	6/13/2018

Employee Signature _____ Date _____

14350-1 Meridian Parkway
Riverside, CA 92518
ucpath.universityofcalifornia.edu
EMPL ID 10003265
dd

NT.329
Page 2 of 2

- This is an example of the University of California Repayment Agreement, which includes:
 - Indication of how the overpayment occurred.
 - Choices for repayment.
 - Employee signature and date.



Overpayment Packet Coordination

This is an example of the overpayment summary spreadsheet that will be included with the overpayment letter and University of California Repayment Agreement.

Overpayment Summary			
Name: Kent, Clark			
ID#: 1000XXXX			
Description	Was Paid	Should have been Calculated	Overpayment
Gross Pay:	\$ 23,503.79	\$ 19,356.06	\$ 4,147.73
Deductions:			
Health Care FSA	-	-	-
Kaiser Perm SoCal	378.28	378.28	-
UC Retirement Plan	1,197.67	1,197.67	-
457(b) Defer Comp	-	-	-
403B Vol Plan	-	-	-
Parking Pre-Tax	45.50	45.50	-
	-	-	-
Federal Tax	3,820.01	2,820.00	1,000.01
Medicare	334.66	274.52	60.14
OASDI	1,430.96	1,173.80	257.16
CA State Tax	1,650.35	1,224.10	426.25
	-	-	-
UCR Foundation	25.00	25.00	-
ARAG Legal Plan	16.31	16.31	-
Voluntary Long-Term Dis	-	-	-
Expanded Dep Life - Child	-	-	-
Expanded Dep Life - Spouse	-	-	-
Supplemental Life	-	-	-
	-	-	-
Total Deductions	\$ 8,898.74	\$ 7,155.18	\$ 1,743.56
Net Pay	\$ 14,605.05	\$ 12,200.88	\$ 2,404.17



Overpayment Packet Coordination

- When an overpayment packet is sent to Location for review and there are question(s) regarding the information provided, Location will be responsible for responding through the original email sent from the UCPath Center. This will attach the correspondence to the open case.
- The UCPath Center will review and respond within 3 business days.



Overpayment Request – Inactive Employee

- This is an example of an overpayment request for an inactive employee.

Submit Inquiry

*Topic 

Payroll

*Category

General Inquiry Payroll

*Subject 

Overpayment Separated Employee

*Description 

This case is on the behalf of Clark Kent. I have submitted an E-078 to request to bill the EE for an overpayment from 1/1/18 - 1/31/18. Employee separated effective 1/1/18 but received pay on 1/31/18. Please process an overpayment and begin the recovery process

Requested By
Employee

Contact Name

Best Contact Phone Number 

(951) 555-5555

*Best Contact Email 

location.submitter@ucop.edu

 Add Attachment

Submit



Overpayment – Collections

- When an overpayment that is being billed through UCI/UCPath Center has aged 120 days without payment the following occurs:
 - On the 20th of the month following the account reaching the 120 days the account will be written off and the collections process will be initiated.
- The remaining gross amount of the employee's overpayment will be reversed in the employee's payroll record and the debt transferred back to the location via financial control journal.
- Any monies that are received through the collection effort will be sent back to the location via financial control journal.
- Reversal of adjustment overlapping years will require a W-2c.
 - *Example: Employee does not have an active repayment agreement. Overpayment is reversed to correct the current year prior to year end. In the new year, Employee makes payment.*
 - *Example: Employee generates an overpayment close to year end and does not pay or make arrangements to pay. Overpayment is sent to collections after 120 days of billing.*



Overpayment/Adjustment – Last Quarter of the Year

- This is an example of a request for a prior year adjustment that will require a W-2c.

Submit Inquiry

*Topic 

*Category

*Subject 

*Description 

Requested By
Employee

Contact Name

Best Contact Phone Number 

*Best Contact Email 

 Add Attachment





Submit Overpayment Pay Request

- Watch as your instructor demonstrates how to submit a final pay request in UCPATH.
- Follow along using the UCPATH Help topic.
 - Open the UCPATH Help site and refer to the *Submit Overpayment Pay Request* topic.
 - Launch the **See It!** version of the topic.
- At the end of the demonstration, you will have the opportunity to practice this task.



AWE for Payroll Requests

- ◆ The transactions listed here require an additional level of approval. All other UCI transactions require only 1 approver.
- ◆ Initiators do not have to add the additional approver, UCPath is configured with this additional level of approval.*

Transaction Type	Department Approval
Extended Leave of Absence	UCPath Center
Final Pay & Off-Cycle Pay Requests & Overpayment Recovery	UCI Payroll
High Risk Direct Retro	Contracts & Grants

*A questionnaire has to be completed while processing Direct Retro transactions to determine if the transaction meets criteria for high risk.



Course Objectives Review



Having completed this module, you should be able to:

- Describe the final pay/off-cycle pay request process.
- Submit a final pay request.
- Submit an off-cycle pay request.
- Submit an overpayment request.



Lesson Review

Assessment

- ◆ You now have the opportunity to assess your knowledge of the information presented in this Lesson.
- ◆ The questions and answers presented in this review help you to determine whether you remember and understand the important points.



Let's Kahoot!

Please use your mobile device

Join at **www.kahoot.it** or with the **Kahoot! app**

with Game PIN:

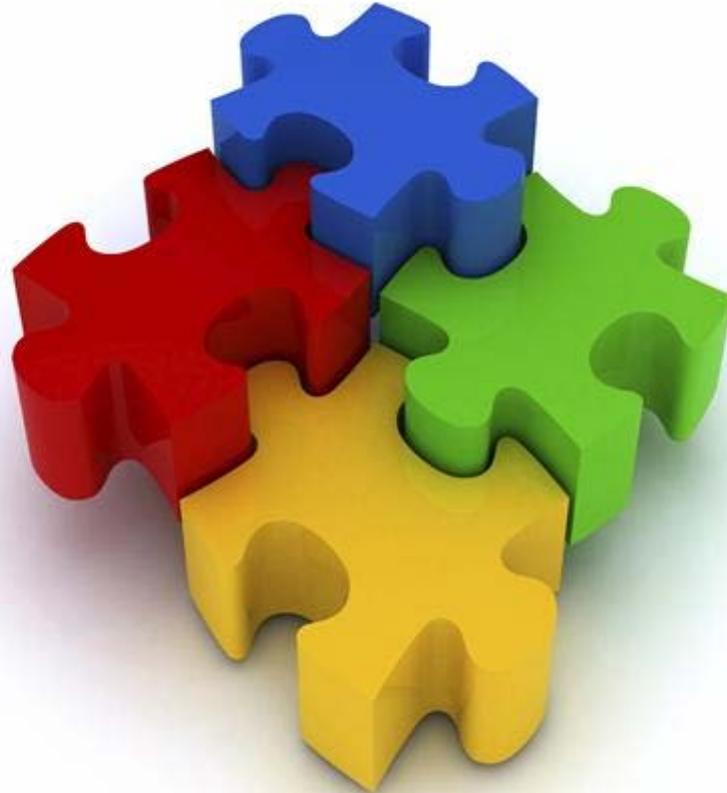
632573



Payroll Re



Putting It All Together



Payroll Requests - Summary

- Navigate to the **Self Service Transaction Links** page to begin the steps for initiating:
 - Final pay and off-cycle payment requests
 - Overpayment requests
- Submit a final pay, off-cycle pay or overpayment request to trigger approval workflow routing and stage the approved payment for processing by UCPC.
- You cannot enter a final pay request until UCPC has processed the termination template transaction submitted by your location.



UCPath Production Processing Schedule

- The **UCPath Production Processing Schedule** identifies the key activities and deadlines for processing payroll for each pay group and pay cycle.
- The schedule is standard across all UC locations using UCPath. It ensures all files are submitted by the specified deadlines so that payroll is processed on time.
- In UCPath online navigate to **Quicklinks > Payroll Calendars & Schedules > Payroll Processing Schedule (YYYY)**.





Course Resources



Reference Material for Review

Please read the following UCI Business Process Guides:

- PY.01 Additional Pay
- WFA.55 PayPath (Position Changes, Job Data Changes, Recurring Additional Compensation)
- WFA.16 Voluntary Terminations
- WFA.05 Involuntary Terminations
- WFA.53 Layoff/ Preferential Rehire Process
- PY.05 Final Pay
- PY.10 Off-cycle Pay
- PY.12 Payroll Adjustments
- PY.11 Overpayment Recovery
- PY.20 Union Deductions
- PY.08 Interlocation Transfer and Multi-location Pay



Where to Get Help

1. Your training materials are available to use as reminders for navigation, codes, and page processing information.
 - ◆ UPKs
 - ◆ Job Aids
 - ◆ Presentation decks
2. Who do you ask for Help now?
 - ◆ Continue to do so. Specially trained users (Points of Contact, POCs) are ready to help you within your departments and divisions.
 - ◆ Many of the POCs are those you have already worked with.
3. You or the POC contacts the Employee Experience Center (EEC or Service Now) via phone or website to view knowledge base articles and/or open a ticket.
4. The **UCPath Help** site is your last level of support. Search for conceptual content, job aids or step-by-step instructions for UCPath tasks.
 - ◆ From the UCPath portal homepage, expand the **Help / FAQ** section on the left side of the page, click the appropriate link.
 - ◆ From any UCPath page or component, click the **Help** link in the upper right corner of the page to find help topics specific to the page/component.



Additional Training Info

- Please visit UCPath.uci.edu – for additional information about UCPath and training resources.



Training End

Thank You!

