

This document can be found on the UCPath website. [https://ucpath.uci.edu/user-type/transactional-users.html]

PURPOSE:

This Job Aid provides terminology definitions and instructions for reviewing the status and details for Off-Cycle transactions. Navigation: UCPath Dashboard > Quick Links > OffCycle Dashboard

Summary and Details Views

The Off-Cycle Dashboard allows initiators to review the off-cycle check transaction status. This page identifies by EMPL ID which employees have received off-cycle pay.

- The dashboard includes a Summary View (6 months to current date) and a Detailed View of off-cycle transactions.
- The dashboard replaces the off-cycle pay processing report.

OFF-CYCLE SUMMARY VIEW Statuses:

- **Canceled** - Payroll transaction has been canceled
- **Ready** - The off-cycle payroll request is received at UCPath and is ready to be worked with.
- **Manually Processed** - A transaction that may have been manually entered on the pay line as opposed to being loaded to the pay line.
- **Processed** - PR transaction numbers been loaded to off-cycle pay sheets and is being worked with.
- **Submitted** - Final payments received for termed employees. Transactions under Submitted signify the final pay is received at UCPath.

OFFCYCLE SUMMARY VIEW

Last six months to present date

Business Unit: IRCMP

Transaction Status	Count
Ready	1138
Pending	24
Processed	1034
Submitted	73
Cancelled	74

[View More Details](#)

Click **View More Details** for Search fields.
Click **Get Results** if Search is used. Otherwise, all rows are returned.

Search for transactions

Employee ID

Advanced Filters

Department Name Transaction Status Start Date End Date

[Return To Summary](#) [Get Results](#)

Click the headers of a column to sort the results by the column data.

Search Results

Transaction ID	Reason	Employee ID	Transaction Status	Business Unit	E-078 Submitter	Datetime E-078 Submitted	AWE Approver
PR00083622	Voluntary	10281704	Submitted	IRCMP	10315906	08/03/2020 3:50:15PM	10284572

[Expand Details](#)

Click Expand Details to view the transaction details.

[Collapse Details](#)

<p>Empl Record: 5</p> <p>Approval Status: Approved</p> <p>Name:</p> <p>Paycheck Status:</p> <p>Department Name: COMPUTER SCIENCE</p> <p>Stage: 2</p>	<p>Approved DateTime: 07/14/2020 9:26:01AM</p> <p>Pay Check Number:</p> <p>Paycheck Issue Date:</p> <p>Paycheck Option:</p> <p>Pay Period End Date: 07/10/2020</p> <p>Unit:</p>
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