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.