

Job Aid: Emergency Pay Payroll Request

This document provides information on how to submit **Off-Cycle Payroll Requests** for **Emergency Pay**.

Refer to the [Submit Off-Cycle Pay Request](#) simulation for more information on the **Off-Cycle Payroll Request** process.

Refer to the [Submit Final Pay Request](#) simulation for more information on how to submit emergency pay for a terminating employee.

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Request

1. Navigate to the **Payroll Request** page:

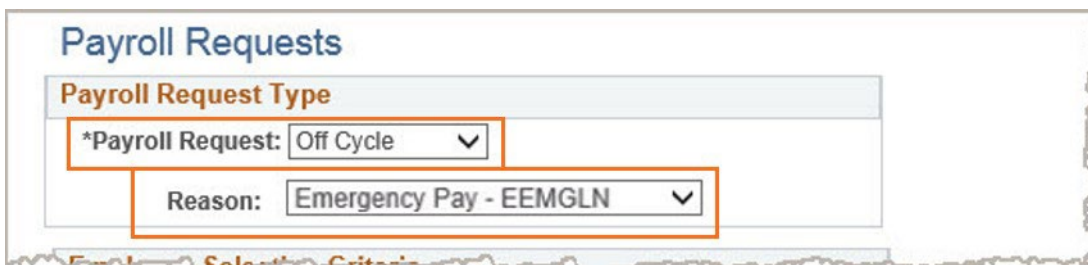
Fluid Navigation:

[Workforce Administration Homepage](#) > Payroll Tasks Tile > Payroll Transactions Folder > Self Service Transaction Links Page > **Create Payroll Request**

Navigator Navigation:

[UC Customizations](#) > UC Extensions > Self Service Transaction Links > **Create Payroll Request**

2. Define the type of payroll request in the **Payroll Requests Type** section.



The screenshot shows a web form titled "Payroll Requests". Within this form, there is a section titled "Payroll Request Type". This section contains two dropdown menus. The first dropdown is labeled "*Payroll Request:" and is currently set to "Off Cycle". The second dropdown is labeled "Reason:" and is currently set to "Emergency Pay - EEMGLN". Both dropdown menus have a downward arrow icon. The entire "Payroll Request Type" section is highlighted with a red rectangular border.

Field	Description
Payroll Request	Select Off Cycle from the drop down list.
Reason	Select Emergency Pay - EEMGLN from the drop down list.

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3. Select the employee.

- Enter search values in the **Employee Selection Criteria** section.
- Click the **Get Employees** button to display search results.
- Click the employee **Name** to select the desired record.

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 Last

Name	Business Unit	Empl ID	Empl Record	Empl Status	Action	Reason Code	Effective Date	Position Number	Department
Godinez, Johnny	MECMP	100003369	0	Active	DTA	CNV	12/17/2017	40012371	M52800

4. Enter applicable earnings information on the **Earnings** tab.

Earnings | Deduction | Leave

Transaction ID: NEW

EMP ID: 10003369 Empl Record: 0 Payroll Request: Off Cycle Reason: Emergency Pay - EEMGLN ☒ Off Cycle?

☐ Do you want to override the ChartField values?

New Payroll Requests Find | View All | First Last

*Earnings Code: REG Regular Pay ☐ Gross-Up

*Pay End Date: 02/01/2021

*Earnings Begin: 01/01/2021 *Earnings End: 01/31/2021

Salary %: 100.00 Pay Rate: 6101.000000

Hourly Rt Used: 36.315476 Calc Salary: 6101.000000

Hours: 168.000000

Initiator Comments: Emergency Pay - EEMGLN
\$4575.75 - Deduction

Current Payroll Requests Find | View All | First Last

Earnings Code: ☐ Gross-Up

Approval Status

Earnings:

Earnings Begin:

Salary %:

Hourly Rt Used:

Hours:

Transaction ID: NEW

Pay End Date:

Earnings End:

Monthly Salary:

Calc Salary:

Hourly Rate:

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Field	Description
Earnings Code	Enter or select REG from the drop down list.
Earnings Begin	Enter or select the earnings beginning date from the calendar.
Earnings End	Enter or select the earnings end date from the calendar.
Salary %	For <u>monthly (MO) employees</u> , enter their salary percentage for the period. Do not enter Hours .
Hours	For <u>bi-weekly (BW) employees</u> , enter total hours worked for the period. Do not enter Salary % .
Initiator Comments	Enter any applicable text to clarify the request.

5. Enter applicable deduction information on the **Deduction** tab.

The screenshot shows the 'Deduction' tab selected in the UCPath interface. At the top, there are tabs for 'Earnings', 'Deduction' (highlighted with an orange box), and 'Leave'. Below the tabs, the 'Transaction ID: PR00121358' is displayed. To the right, 'EMP ID: 10003369' and 'Empl Record: 0' are shown. Further right, 'Payroll Request: Off Cycle' is indicated, with 'Reason: Emergency Pay' and a checked 'Off Cycle?' box. Below this, 'EEMGLN' is listed. The main area is divided into two panels: 'New Payroll Requests' and 'Current Payroll Requests'. In the 'New Payroll Requests' panel, several fields are visible: 'Benefit Deductions Taken: Deduction', 'General Deductions Taken: Deduction', 'Plan Type: 00', 'Benefit Plan:', 'Deduction Code: EEMGLN' (with 'Employee Emrgcy Loan' below it), '*Deduction Class: A' (with 'After-Tax' below it), '*One-Time Code: Addition', 'Calculation Routine: Amount', and '*Flat/Addl Amount: 4575.75 x' (highlighted with an orange box). Below these is 'Rate/Percent:'. The 'Current Payroll Requests' panel shows similar fields but with 'Approval Status:' and 'Transaction ID: PR00121358'. At the bottom left, an 'Initiator Comment:' box contains 'Emergency Pay - EEMGLN' and '\$4575.75 - Deduction'. At the bottom right, there are 'Submit' and 'Return' buttons.

Field	Description
Flat/Addl Amount	Enter the flat or additional dollar amount. This is usually the Emergency Loan or Pay amount.

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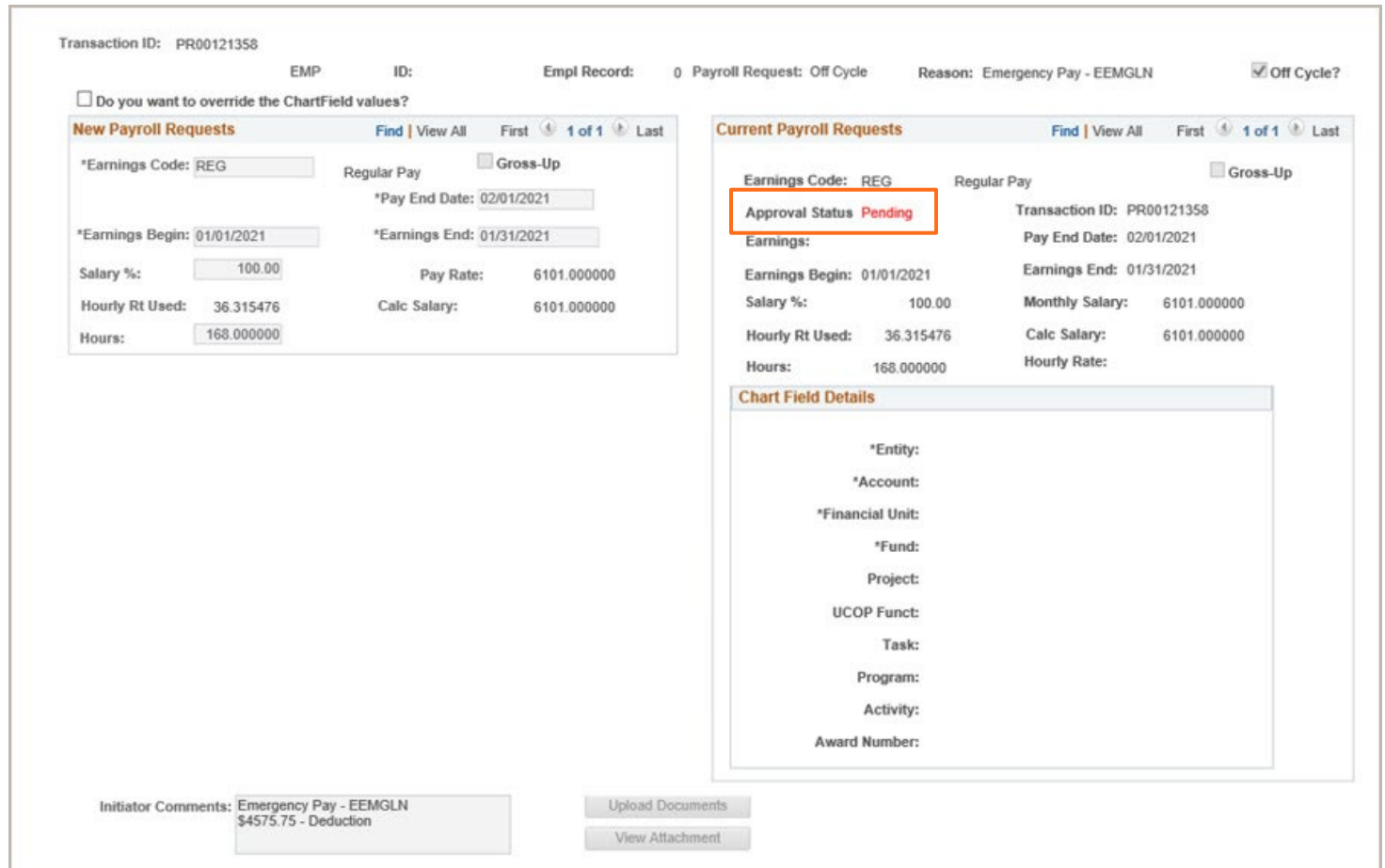
6. Click the **Submit** button to begin the approval process.



A screenshot of a web form with a light blue background. At the bottom, there are two buttons: "Submit" and "Return". The "Submit" button is highlighted with a red rectangular box.

Approval Status

Once the pay request has been submitted, the **Approval Status** shows as **Pending**.



The screenshot displays the UCPath payroll request interface. At the top, it shows the Transaction ID: PR00121358. Below this, there are fields for EMP, ID, Empl Record, Payroll Request, Reason, and Off Cycle? (checked). A checkbox asks if the user wants to override ChartField values. The interface is divided into two main sections: "New Payroll Requests" and "Current Payroll Requests". The "Current Payroll Requests" section shows the "Approval Status" as "Pending", which is highlighted with a red box. Below this, there is a "Chart Field Details" section with fields for Entity, Account, Financial Unit, Fund, Project, UCOP Funct, Task, Program, Activity, and Award Number. At the bottom, there is an "Initiator Comments" field with the text "Emergency Pay - EEMGLN \$4575.75 - Deduction" and two buttons: "Upload Documents" and "View Attachment".

New Payroll Requests	
*Earnings Code: REG	Regular Pay <input type="checkbox"/> Gross-Up
*Pay End Date: 02/01/2021	
*Earnings Begin: 01/01/2021	*Earnings End: 01/31/2021
Salary %: 100.00	Pay Rate: 6101.000000
Hourly Rt Used: 36.315476	Calc Salary: 6101.000000
Hours: 168.000000	

Current Payroll Requests	
Earnings Code: REG	Regular Pay <input type="checkbox"/> Gross-Up
Approval Status: Pending	Transaction ID: PR00121358
Earnings:	Pay End Date: 02/01/2021
Earnings Begin: 01/01/2021	Earnings End: 01/31/2021
Salary %: 100.00	Monthly Salary: 6101.000000
Hourly Rt Used: 36.315476	Calc Salary: 6101.000000
Hours: 168.000000	Hourly Rate:

Chart Field Details	
*Entity:	
*Account:	
*Financial Unit:	
*Fund:	
Project:	
UCOP Funct:	
Task:	
Program:	
Activity:	
Award Number:	

Initiator Comments: Emergency Pay - EEMGLN \$4575.75 - Deduction

Upload Documents

View Attachment