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.

Contents

- Request
- Approval Status

Request

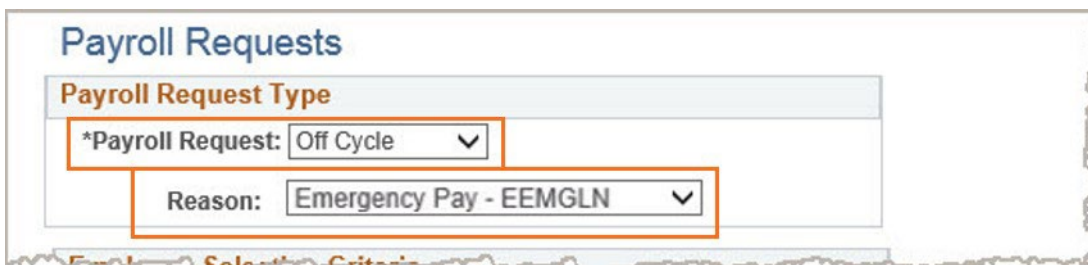1. Navigate to the **Payroll Request** page:

   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.

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

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: Off Cycle

Reason: Emergency Pay - EEMGLN

Employee Selection Criteria

Empl ID: 100003369

Empl Rcd:

Last Name:

First Name:

Business Unit:

Department:

Job Code:

[Get Employees]   [Return]

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	Department	
1 Godinez, Johnny	MECMP	100003369	0	Active DTA	CNV		12/17/2017	40012371	M52800	0

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 1 of 1 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

[Upload Documents]
[View Attachment]

[Submit]   [Return]

Current Payroll Requests   Find | View All   First 1 of 1 Last   ☐ Gross-Up

Earnings Code:
Approval Status: Transaction ID: NEW
Earnings: Pay End Date:
Earnings Begin: Earnings End:
Salary %:   Monthly Salary:
Hourly Rt Used: Calc Salary:
Hours: 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.

| Earnings | Deduction | Leave |

Transaction ID: PR00121358
EMP   ID: 10003369   Empl Record: 0

Payroll Request: Off Cycle
Reason: Emergency Pay
- EEMGLN
☑ Off Cycle?

New Payroll Requests   Find | View All   First ④ 1 of 1 ⑤ Last

Benefit Deductions Taken: Deduction
General Deductions Taken: Deduction
Plan Type 00
Benefit Plan:
Deduction Code: EEMGLN   Employee Emrgcy Loan
*Deduction Class: A   After-Tax
*One-Time Code: Addition
Calculation Routine: Amount
*Flat/Addl Amount: 4575.75 ×
Rate/Percent:

Benefit Deduction Subset ID:
General Deduction Subset ID:
General Deduction

Current Payroll Requests   Find | View All   First ④ 1 of 1 ⑤ Last

Benefit Deductions Taken:
General Deductions Taken:
Approval Status:
Plan Type:
Benefit Plan:
Deduction Code:
Deduction Class:
One-Time Code:
Calculation Routine:
Flat/Addl Amount:
Rate/Percent:

Benefit Deduction Subset ID:
General Deduction Subset ID:
Transaction ID: PR00121358

Initiator Comment: Emergency Pay - EEMGLN $4575.75 - Deduction

Submit   Return

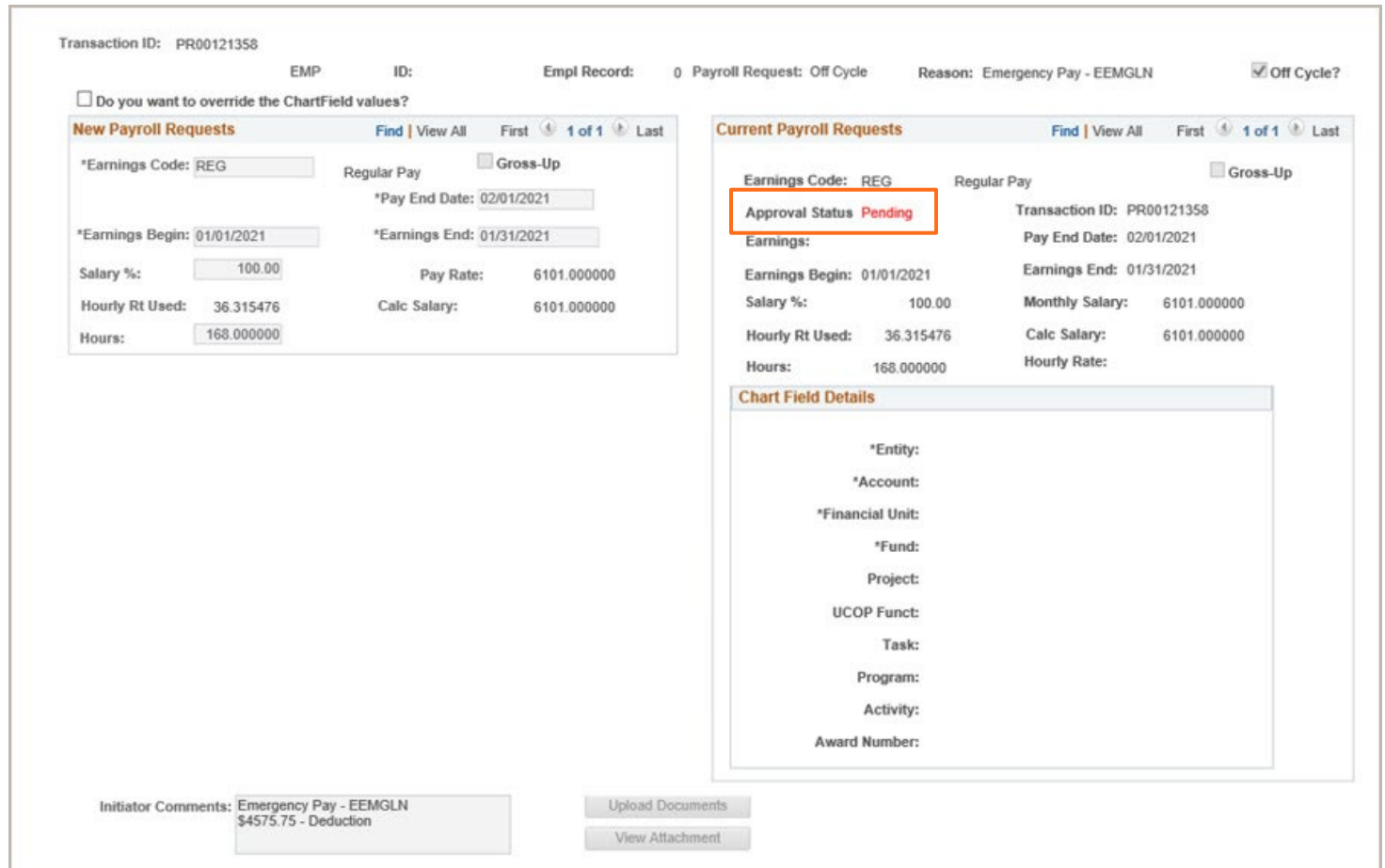| Field	Description
Flat/Addl Amount	Enter the flat or additional dollar amount. This is usually the Emergency Loan or Pay amount.

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

Approval Status

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