

Job Aid: Instant Pay Payroll Request

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

Refer to the *Submit Off-Cycle Pay Request* [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 Request Type** section.



The screenshot shows a web form titled "Payroll Requests". Under the "Payroll Request Type" section, there are two dropdown menus. The first is labeled "*Payroll Request:" and is set to "Off Cycle". The second is labeled "Reason:" and is set to "Instant Pay - PAYCRD". Both dropdowns have a downward arrow icon. Below this section, the "Employee Selection Criteria" section is partially visible.

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

4. Enter applicable earnings information in the **Earnings** tab section.

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: 02/06/2021

*Earnings Begin: 01/25/2021 *Earnings End: 01/25/2021

Salary %: Pay Rate:

Hourly Rt Used: Calc Salary:

Hours: 8.000000

Initiator Comments: Instant Pay - PAYCRD
Deduction 50%

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

Earnings Code: ☐ Gross-Up

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 in the **Deduction** tab section.

The screenshot shows the 'Deduction' tab selected in the 'Earnings', 'Deduction', and 'Leave' tabs. The form displays the following information:

- Transaction ID: NEW
- EMP ID: Empl Record: 0
- New Payroll Requests** section with links: Find | View All | First | 1 of 5 | Last
- Benefit Deductions Taken: Deduction
- General Deductions Taken: Deduction
- Plan Type: 00
- Benefit Plan: General Deduction
- Deduction Code: PAYCRD
- *Deduction Class: A
- *One-Time Code: Addition
- Calculation Routine: % Net Pay
- *Flat/Addl Amount:
 - Rate/Percent: 50 x
- Benefit Deduction Subset ID:
- General Deduction Subset ID:
- Temp. Paycard
- After-Tax
- Initiator Comment: Instant Pay - PAYCRD Deduction 50%
- Buttons: Submit, Return

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Field	Description
Rate/Percent	Enter rate or percentage amount. This is usually the Instant Pay Card 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**.

Transaction ID: PR00121361

EMP ID: Empl Record: 0 Payroll Request: Off Cycle Reason: Instant Pay - PAYCRD ☒ 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: 02/06/2021

*Earnings Begin: 01/25/2021 *Earnings End: 01/25/2021

Salary %: Pay Rate:

Hourly Rt Used: Calc Salary:

Hours: 8.000000

Current Payroll Requests

Find | View All First 1 of 5 Last

Earnings Code: REG Regular Pay ☐ Gross-Up

Approval Status Pending Transaction ID: PR00121361

Earnings: Pay End Date: 02/06/2021

Earnings Begin: 01/25/2021 Earnings End: 01/25/2021

Salary %: Monthly Salary:

Hourly Rt Used: Calc Salary:

Hours: 8.000000 Hourly Rate: