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.

Contents

- Request
- Approval Status

Request

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

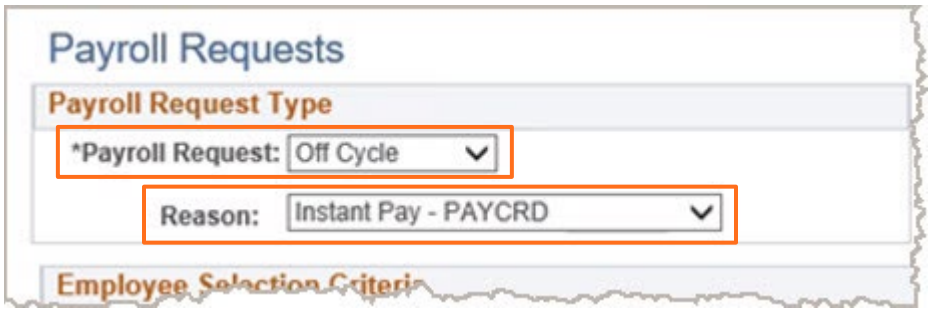
   Fluid Navigation:

   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 Request Type** section.

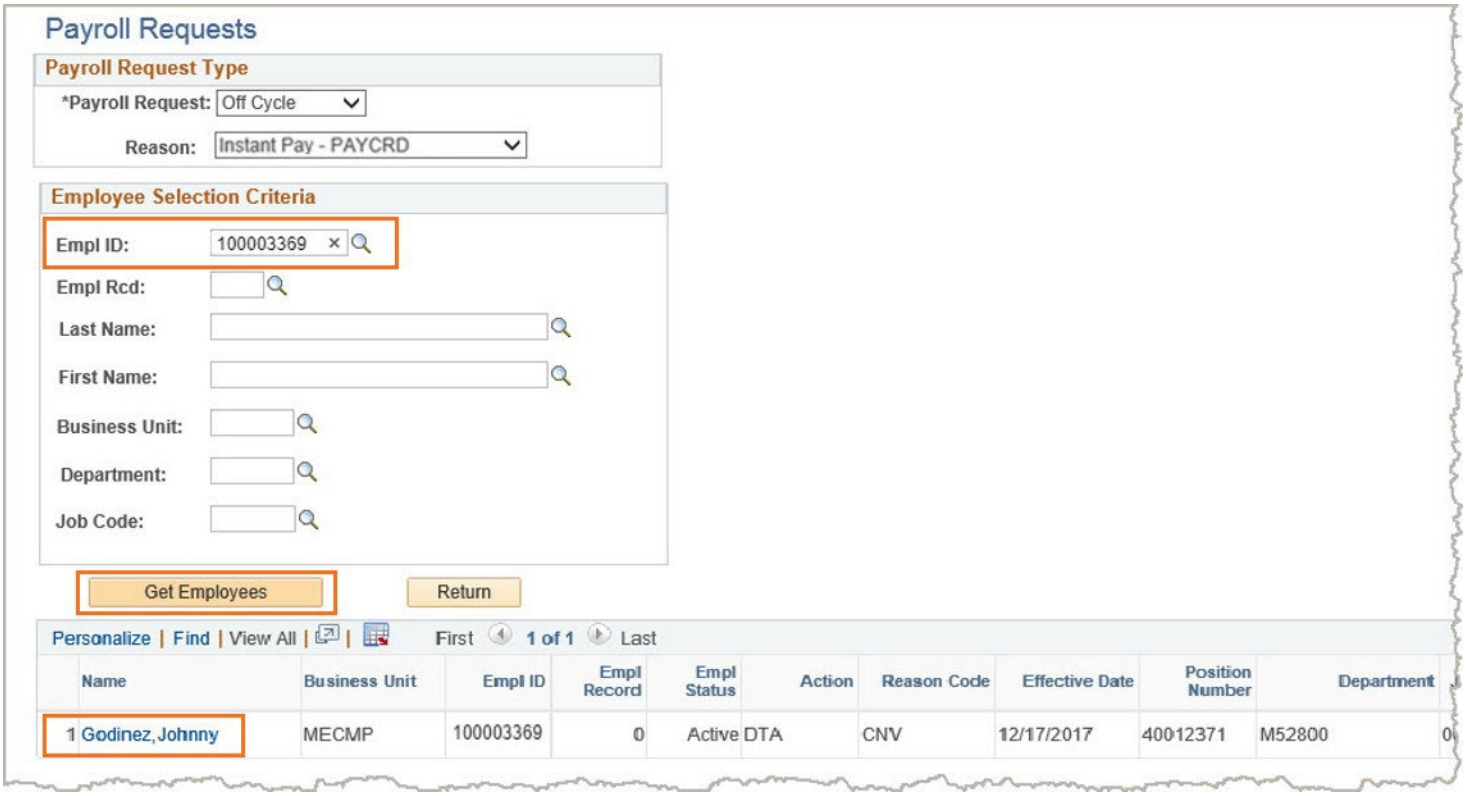


Field	Description
Payroll Request	Select **Off Cycle** from the drop down list.
Reason	Select **Instant Pay - PAYCRD** from the drop down list.

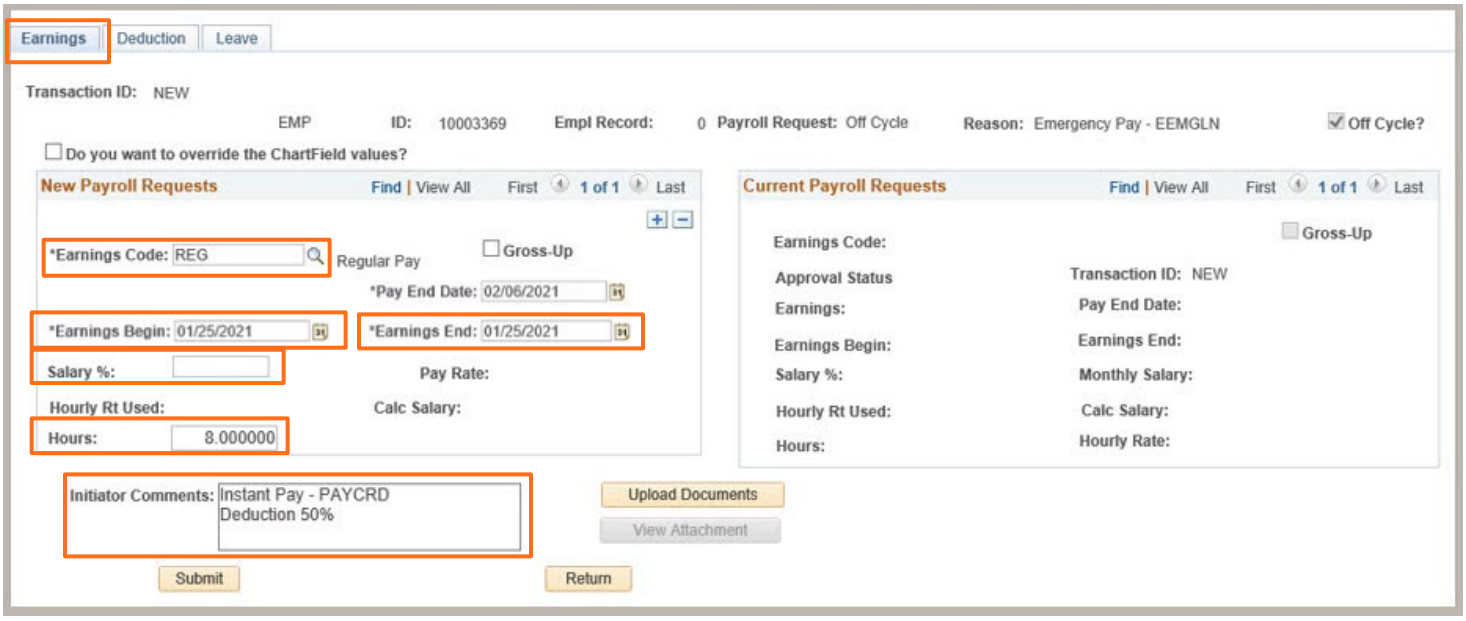
Job Aid: Instant Pay Payroll Request

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.



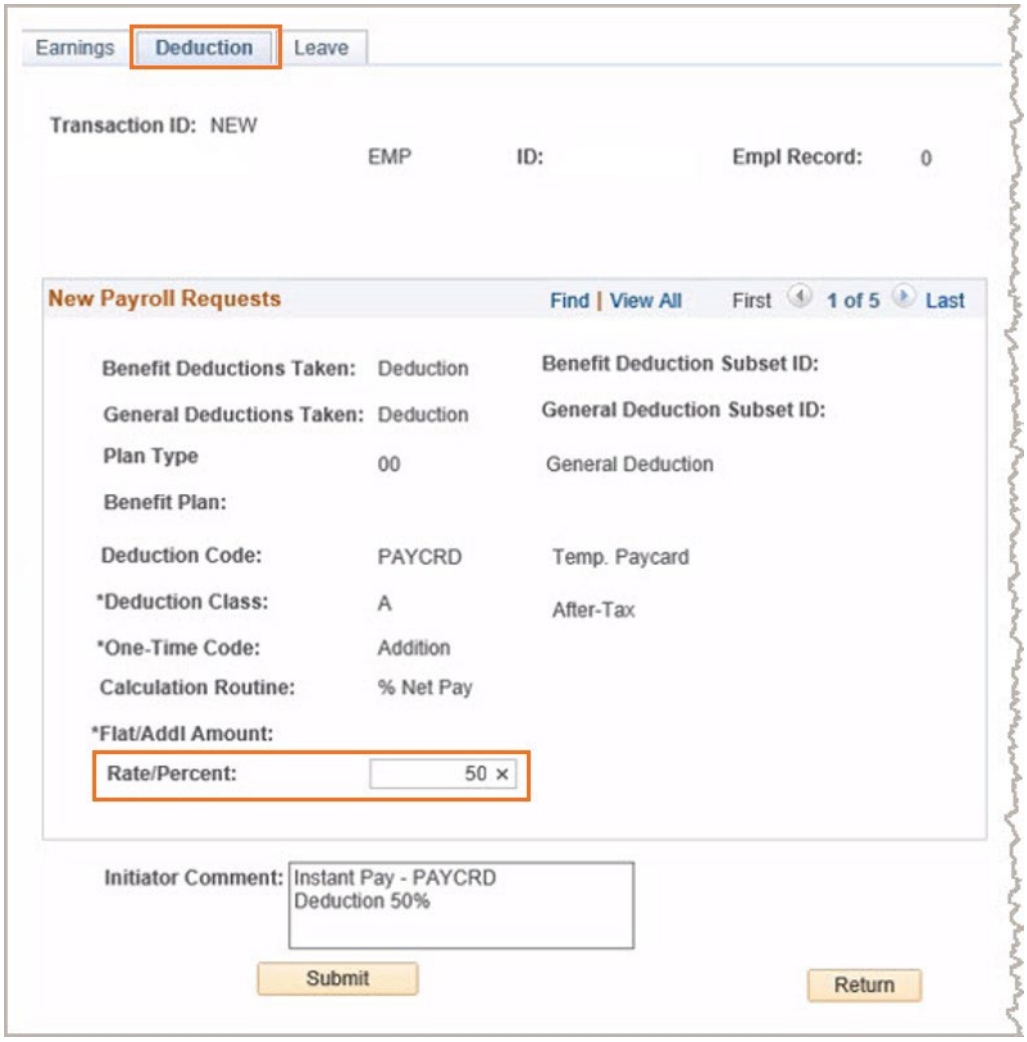
4. Enter applicable earnings information in the **Earnings** tab section.



Job Aid: Instant Pay Payroll Request

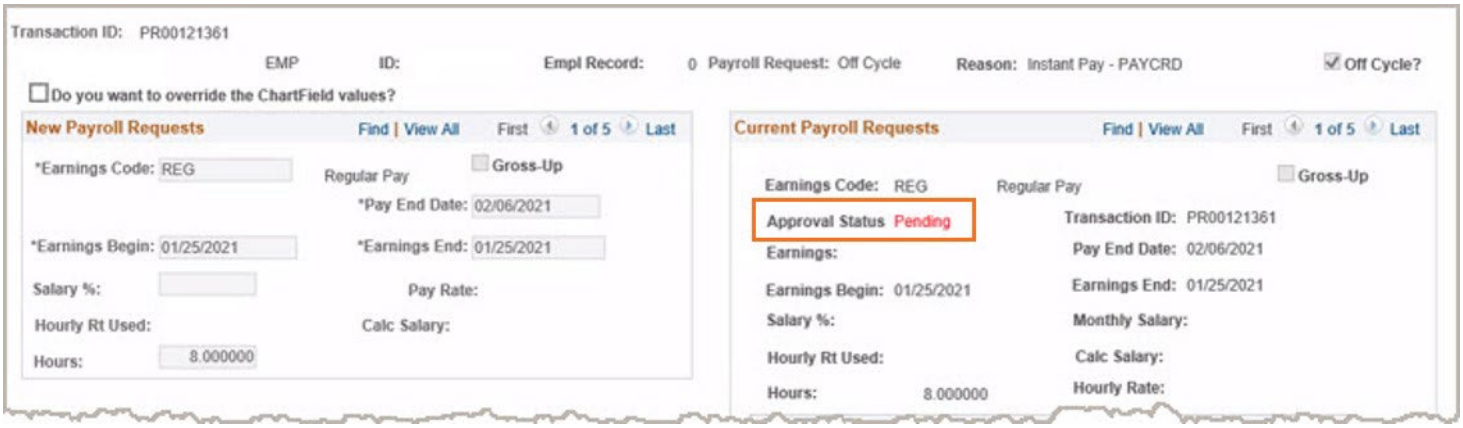
Field	Description
Earnings Code	Enter or select **REG** from the drop down list.
Earnings Begin	Enter or select the earnings beginning date from the calendar.
Earnings End	Enter or select the earnings end date from the calendar.
Salary %	For monthly (MO) employees, enter their salary percentage for the period. Do not enter **Hours**.
Hours	For bi-weekly (BW) employees, 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.



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**.