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

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**

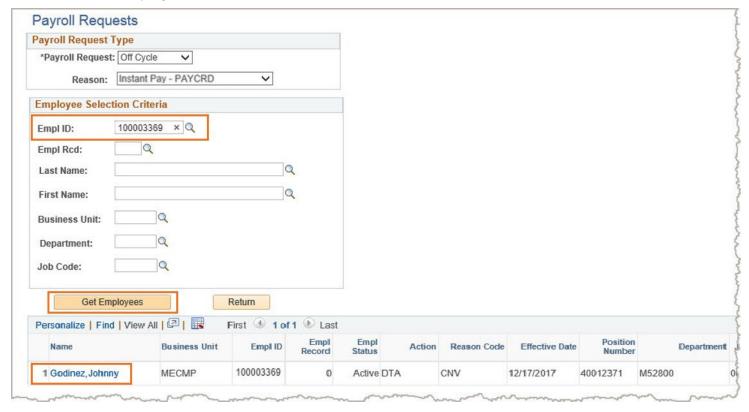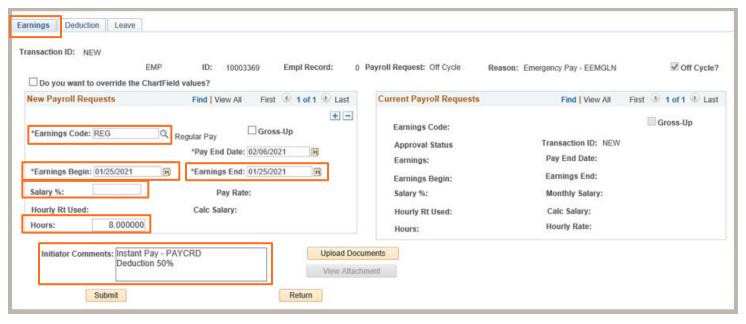2. Define the type of payroll request in the **Payroll Request Type** section.

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

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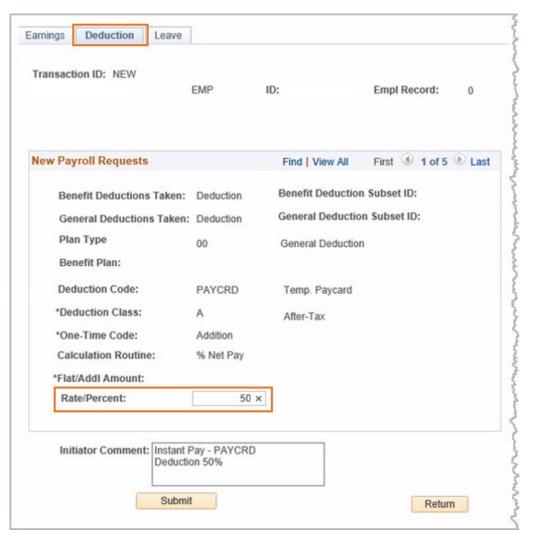   - Click the employee **Name** to select the desired record.

Payroll Requests

Payroll Request Type

*Payroll Request: Off Cycle

Reason: Instant Pay - PAYCRD

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 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

Current 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%

Earnings Code:
Approval Status
Earnings:
Earnings Begin:
Salary %:
Hourly Rt Used:
Hours:

☐ Gross-Up
Transaction ID: NEW
Pay End Date:
Earnings End:
Monthly Salary:
Calc Salary:
Hourly Rate:

[Upload Documents]
[View Attachment]

[Submit]   [Return]

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.

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**.