Job Aid: Off-Cycle Dashboard

Overview

The **Off-Cycle Dashboard** in UCPath allows you to track the status of off-cycle transactions and submitted interface files. UCPath provides both summary and detailed views. However access to these pages is restricted to a select group of users as detemined and managed by each UC Location.

> ⚠ Off-Cycle transactions are processed on a daily week-day basis, except on pay confirm dates and holidays.

To prevent processing delays for transactions, ensure:

- Correct earnings codes are used for missed pay.
- Comp rates are updated in Job Data.

Navigation

PeopleSoft Menu > UC Customizations > UC Reports > **Off-Cycle Dashboard**

or

UCPath Dashboard > Quicklinks > **Offcycle Dashboard**

Contents

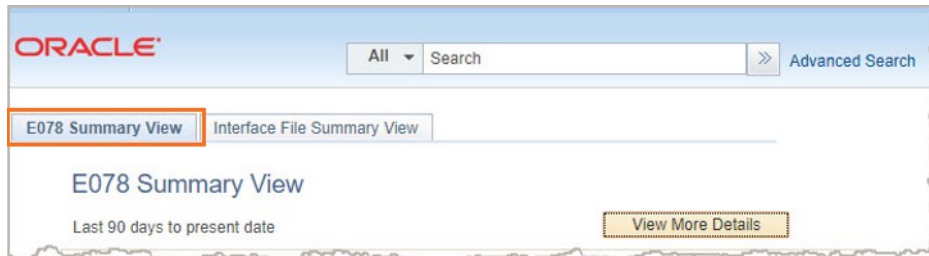## E078 Summary View

Use these steps to view E078 off-cycle transactions.

### Select

The **Off-Cycle Dashboard** provides options for viewing summary and detailed off-cycle information.

Click the **E078 Summary View** tab.

E078 Summary View tab

The **E078 Summary View** page displays **E078** business unit transaction information for the last 90 days. Security access and assigned roles, managed by Location security administrators, determine which Business Units are displayed.
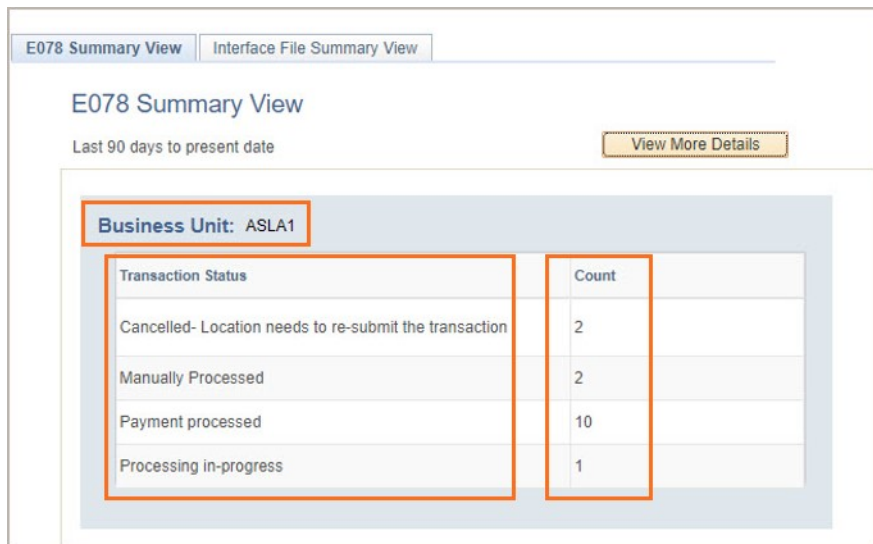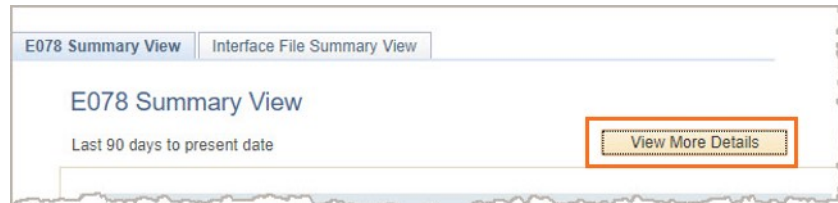

Column / Field	Description
Business Unit	The Business Units displayed are determined by the user's security profile and assigned roles.
Transaction Status	The status of the transactions for this Business Unit. See the **Transaction Status** table below for a complete list.
Count	The number of transactions in this status.

E078 Detail Information

Click the **View More Details** button to view additional E078 transaction information.

Search for Transactions (Optional)

Transactions are automatically displayed based on the **Start Date** and **End Date** values. Use the optional **Selection Criteria** fields to build search criteria. Enter or select values and then click the **Search** button.

Field	Description
Employee ID	The employee's identification number.
Department ID	The identification number of the employee's department.
Transaction ID	The identification number of the transaction.
Transaction Status	The status of the transactions. Click the **Legend Definition** link for more detailed information.
Start Date	Defaults to 90 days prior to today's date. To change the date range search, enter a new start date or use the calendar icon to select a new date.
End Date	Defaults to today's date. To change the date range search, enter a new end date or use the calendar icon to select a new date.
Business Unit	The employee's Business Unit.

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Click the **Legend Definition** link for current transaction status values and details. The **Transaction Status** drop-down field lists the same transaction status values.

Transaction Status	Description
Ready to be processed	Approved by the Location, ready for payroll processing.
Pending- location feedback needed	UCPath waiting for Location feedback.
Payment processed	Payment has been processed.
Processing in-progress	Payroll processing in progress.
Manually Processed	Overpayments or death payments transaction.
Cancelled - Location requested instant pay card	Transaction cancelled: Location requested an instant pay card.
Cancelled- Location submitted a duplicate request	Transaction cancelled: Location submitted a duplicate request.
Cancelled- Employee was already paid	Transaction cancelled: Employee was already paid.
Cancelled- Location needs to re-submit the transaction	Transaction cancelled: Location needs to resubmit the transaction.
Cancelled- Retro-active pay does not process off-cycle	Transaction cancelled: Retro-active pay does not process off-cycle.

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View Transactions

Transactions that match the default dates, or search criteria, display in the table.

Excel File Option

To view the results in an Excel file, click the **Download to Excel** icon. The Excel file contains the columns and rows of the table currently displayed. To display all the details, click the **Show all columns** icon in the table, see Display All Details below.

Transaction Details

To view details of the transactions, click the **Transaction Details** tab in the table.

Detailed transaction information displays in the table.

Column	Description
Transaction ID	The system identification number of the transaction.
Empl ID	The employee's identification number.
Request Type	The type of request.
Reason	The need for the request.
Transaction Status	The status of the transactions. Click the **Legend Definition** link for more transaction status details.
Business Unit	The employee's Business Unit.
Dept Name	The name of the employee's Department.
DateTime Submitted	The date and time that the transaction was submitted.

Additional Details

To view more transaction information, click the **Additional Details** tab in the table.

Additional transaction information displays.

Column	Description
Transaction ID	The system identification number of the transaction.
Empl ID	The employee's identification number.
Empl Record	The employee record of the request.
Name	The employee's name.
E078 Submitter	The employee ID of the person submitting the request.
AWE Approver	The employee ID of the person approving through AWE.
Approval Status	AWE approval status of the request. **Only approved transactions are displayed.**
Approved DateTime	If approved, the date and time of approval.
Paycheck Status	If paycheck is confirmed, status is Confirmed, else blank.
Paycheck Number	If paycheck is confirmed, paycheck number is displayed, else blank.
Paycheck Option	Payment issue type, Check or Advice. If paycheck is confirmed, paycheck option is displayed, else blank.
Pay Period End Date	This field displays the last date of the pay period.
Paycheck Issue Date	If paycheck is confirmed, paycheck issue date is displayed, else blank.

Display All Details

To display all the details, click the **Show all columns** icon in the table.

Both the **Transaction** and **Additional** detail columns display.

Return to the Summary Page

Click the **Return to Summary** button to navigate back to the summary page.
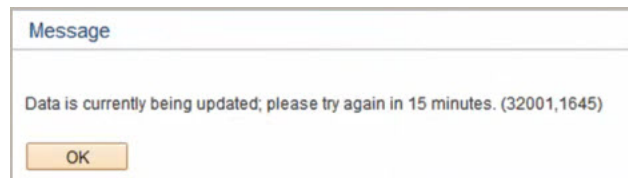
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Interface File Summary View

The **Interface File Summary View** page displays **I-181** Regular Time Entry and **I-618** Flat Dollar Amount business unit transaction information for the last 90 days. Security access and assigned roles, managed by Location security administrators, determine which business units are displayed.

> ⚠️ Only off-cycle self-service data displays on the page. The data is not real-time, but is updated three times a day.
>
> Update jobs run at 9am, 3pm and as part of the nightly batch. The jobs take approximately 15 minutes to complete.
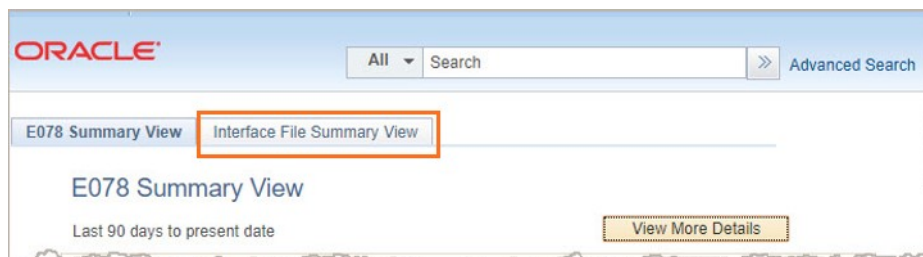>
> During this time the page is unavailable, and if accessed, an information message displays.
>
> | Message |
> | --- |
> | Data is currently being updated; please try again in 15 minutes. (32001,1645) |
> | OK |

Select

The **Off-Cycle Dashboard** provides options for viewing summary and detailed interface file information.

Click the **Interface File Summary View** tab.

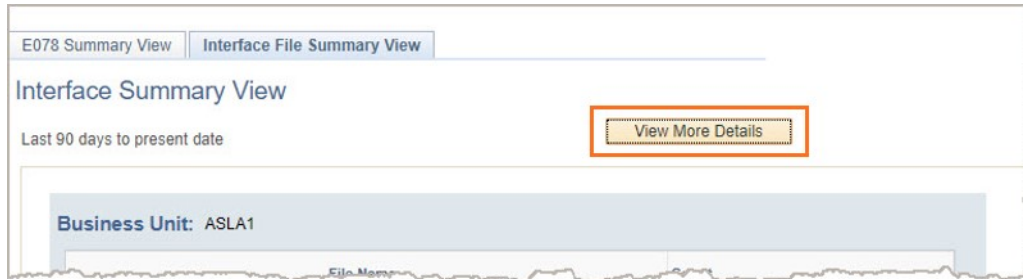## Interface Files Summary View tab

Field / Column	Description
Business Unit	The Business Units displayed are determined by the user's security profile and assigned roles.
File Name	The name of the submitted I-181 or I-618 interface file.
Count	The number of rows in this file.

Interface File Detail Information

Use these steps to view more detailed interface file transaction information.

Click the **View More Details** button.

Search for Transactions (optional)

Transactions are automatically displayed based on the **Start Date** and **End Date** values. Use the optional **Selection Criteria** fields to build search criteria. Enter or select values and then click the **Search** button.

Field	Description
Employee ID	The employee's identification number.
Department ID	The identification number of the employee's department.
Transaction ID	The system identification number of the transaction.
Transaction Status	The status of the transactions. Click the **Legend Definition** link for more transaction status details.
File Name	The name of the file.

Field	Description
Submission Start Date	Defaults to 90 days prior to today's date. To change the date range search, enter a new start date or use the calendar icon to select a new date.
Submission End Date	Defaults to today's date. To change the date range search, enter a new end date or use the calendar icon to select a new date.
Business Unit	The employee's Business Unit.

Click the **Legend Definition** link for current transaction status values and details. The **Transaction Status** drop-down field lists the same transaction status values.

Transaction Status	Description
Loaded to Paysheet or Calculated	File has been loaded onto the PaySheet. The paycheck can be calculated.
Payment Processed	Paycheck confirmed and payment has been processed.
In Staging	File has been loaded into the Staging tables.
Pending for File Load	File approved but not yet loaded into the Staging tables.

View Transactions

Transactions that match the default dates, or search criteria, display in the table.

Excel File Option

To view the results in an Excel file, click the **Download to Excel** icon. The Excel file contains the columns and rows of the table currently displayed. To display all the details, click the **Show all columns** icon in the table, see Display All Details below.

Transaction Details

To review details of the transactions, click the **Transaction Details** tab.

Detailed transaction information displays in the table.

Field	Description
Transaction ID	The system identification number of the transaction.
Empl ID	The employee's identification number.
Name	The employee's name.
File Name	The name of the submitted file.
Business Unit	The employee's Business Unit.
Transaction Status	The status of the transactions. Click the **Legend Definition** link for more transaction status details.
Department	The identification number of the employee's department.
Description	The name of the employee's department.

Field	Description
Submission Date Time	The date and time that the transaction was submitted.

Additional Details

To view more transaction information, click the **Additional Details** tab.

Additional transaction information displays.

Field	Description
Transaction ID	The system identification number of the transaction.
Empl ID	The employee's identification number.
Name	The employee's name.
Empl Record	The employee record of the request.
Initiator	The employee ID of the person submitting the file.

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Field	Description
AWE Approver	The employee ID of the person approving through AWE.
Approved Datetime	Date and time of approval.
Earns Begin Date	The beginning date of the earning period.
Earns End Date	The ending date of the earning period.
Earn Code	The Earn Code of the transaction.
Hours	Hours of the I-181 transaction.
Amount	Pay amount of the I-618 transaction.
Paycheck Status	If paycheck is confirmed, status is Confirmed, else blank.
Paycheck Number	If paycheck is confirmed, paycheck number is displayed, else blank.
Paycheck Option	Payment issue type, Check or Advice. If paycheck is confirmed, paycheck option is displayed, else blank.
Pay Period End Date	This field displays the last date of the pay period.
Paycheck Issue Date	If paycheck is confirmed, paycheck issue date is displayed, else blank.

Display All Details

To display all the details, click the **Show all columns** icon in the table.

Both the **Transaction** and **Additional** detail columns display.

Return to the Summary Page

Click the **Return to Summary** button to navigate back to the summary page.