


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 determined 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](#)
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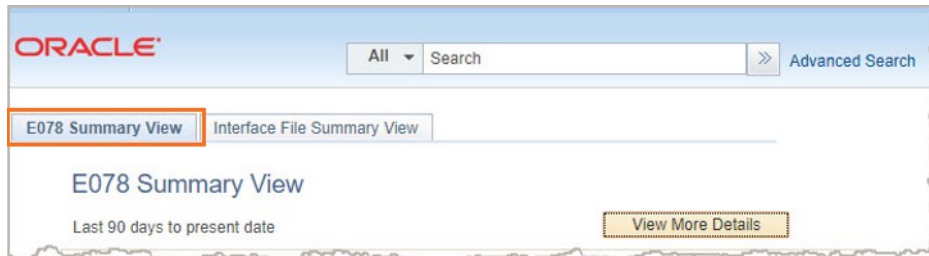
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E078 Summary View

Use these steps to view E078 off-cycle transactions.

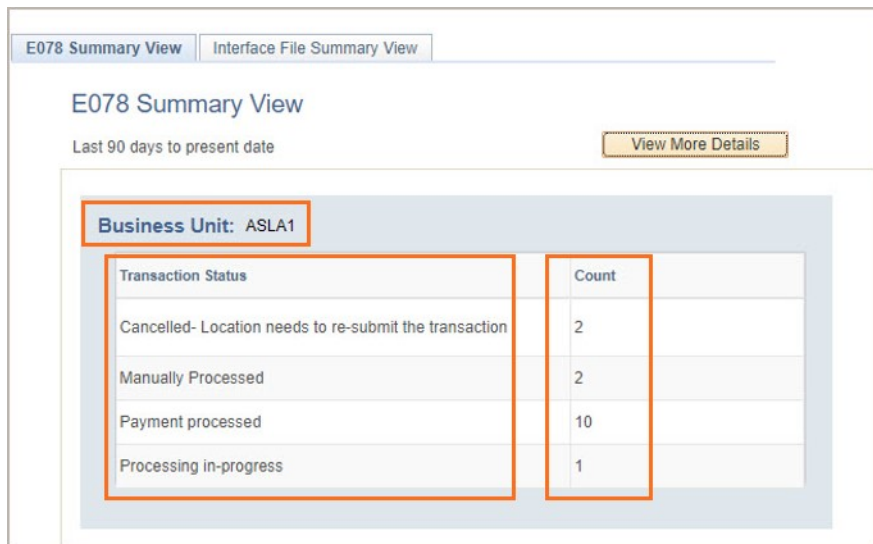
Select

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.

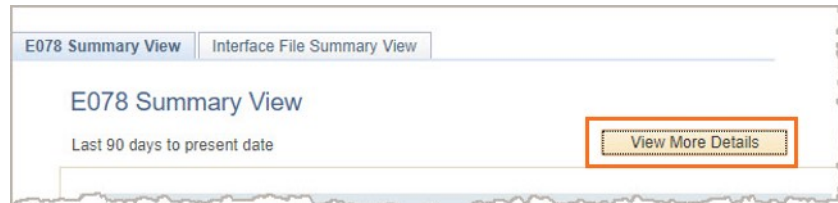


Column / Field	Description
Business Unit	The Business Units displayed are determined by the user's security profile and assigned roles.
Transaction Status	The status of the transactions for this Business Unit. See the Transaction Status table below for a complete list.
Count	The number of transactions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

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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.

The screenshot shows a 'Selection Criteria' form with the following fields and controls:

- Employee ID:
- Department ID:
- Transaction ID:
- Transaction Status:
- Start Date:
- End Date:
- Business Unit:
- [Legend Definition](#) (highlighted with a red box)
-
-

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.

Selection Criteria

Employee ID: Start Date:

Department ID: End Date: ? Legend Definition

Transaction ID: Business Unit:

Transaction Status:

Find | View 100 | | First 1-50 of 9118 Last

Transaction ID	Empl ID	Request Type	Reason	Transaction Status	Business Unit	Dept Name	DateTime Submitted
1 PR00141282	10223272	Final Pay	Voluntary	Processing in-progress	DVCMP	SCHOOL OF LAW-DEANS OFFICE	06/23/2021 09:42:06 AM
2 PR00141372	10348317	Final Pay	Involuntary	Payment processed	SFCMP	M_Anesthesia	06/23/2021 12:53:36 PM
3 PR00142048	10160233	Off Cycle	No Pay Submitted Late Hire	Payment processed	BKCMP	Nutritional Sci & Tox Dept	06/25/2021 11:45:03 AM
4 PR00142048	10160233	Off Cycle	No Pay Submitted Late Hire	Payment processed	BKCMP	Nutritional Sci & Tox Dept	06/25/2021 11:45:03 AM
5 PR00142054	10212423	Final Pay	Voluntary	Processing in-progress	DVCMP	MED:INT:Med:HEM/ONC	06/25/2021 11:58:06 AM

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.

Find | View 100 | | | First 1-50 of 8823 Last

Status	Business Unit	Dept Name	DateTime Submitted
Processed	BKCMP	Nutritional Sci & Tox Dept	06/25/2021 11:45:03 AM
Processed	BKCMP	Nutritional Sci & Tox Dept	06/25/2021 11:45:03 AM

Transaction Details

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

Selection Criteria

Employee ID: Start Date:

Department ID: End Date: ? Legend

Transaction ID: Business Unit:

Transaction Status:

Find | View 100 | | | First 1-50 of 8823 Last

Transaction ID	Empl ID	Request Type	Reason	Transaction Status
1 PR00141282	10223272	Final Pay	Voluntary	Processing in-progress

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Detailed transaction information displays in the table.

Transaction Details		Additional Details				
Transaction ID	Empl ID	Request Type	Reason	Transaction Status	Business Unit	Dept Name
1 PR00146013	10350442	Off Cycle	No Pay Submitted Late TimeShee	Payment processed	SFCMP	E_LARC
2 PR00146040	10348623	Final Pay	Voluntary	Ready to be processed	SFCMP	M_DO-Au
3 PR00146042	10100673	Off Cycle	Partial Pay Late TimeSheet Sub	Payment processed	LACMP	Orthoped

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.

Selection Criteria

Employee ID:

Start Date:

Department ID:

End Date:

Transaction ID:

Business Unit:

Transaction Status:

[? Legend](#)

Transaction Details **Additional Details**

Transaction ID	Empl ID	Request Type	Reason	Transaction Status
1 PR00141282	10223272	Final Pay	Voluntary	Processing in-progress
		Final Pay		Payment processed

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Additional transaction information displays.

Transaction Details		Additional Details					
Transaction ID	Empl ID	Empl Record	Name	E078 Submitter	AWE Approver	Approval Status	Approved DateTime
1 PR00146013	10350442	0	Berry,Nathan H	10345389	10342161	Approved	07/13/2021 07:25:45 AM
2 PR00146040	10348623	0	Alan HERNANDEZ	10345389	10342161	Approved	07/13/2021 08:24:18 AM
3 PR00146042	10100673	0	Nogales,Xinfei L	10132239	10059880	Approved	07/13/2021 08:27:40 AM
PR00146052	1020137	0	Boteilo-Arrotes,Pankaj Sri-Pwei	10099214	1011156	Approved	07/13/2021 08:37:09 AM

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.

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Display All Details

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

Selection Criteria

Employee ID:

Department ID:

Transaction ID:

Transaction Status:

Start Date: 06/23/2021

End Date: 09/21/2021

Business Unit:

Transaction Details Additional Details

Transaction ID	Empl ID	Request Type	Reason	Transaction Status
1 PR00141282	10223272	Final Pay	Voluntary	Processing in-progress

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

Transaction ID	Empl ID	Request Type	Reason	Transaction Status	Business Unit	Dept Name	DateTime Submitted
1 PR00141282	10223272	Final Pay	Voluntary	Processing in-progress	DVCMP	SCHOOL OF LAW-DEANS OFFICE	06/23/2021 09:42:06 AM
2 PR00141372	10348317	Final Pay	Involuntary	Payment processed	SFCMP	M_Anesthesia	06/23/2021 12:53:36 PM
3 PR00142048	10160233	Off Cycle	No Pay Submitted Late Hire	Payment processed	BKCMP	Nutritional Sci & Tox Dept	06/25/2021 11:45:03 AM
4 PR00142048	10160233	Off Cycle	No Pay Submitted Late Hire	Payment processed	BKCMP	Nutritional Sci & Tox Dept	06/25/2021 11:45:03 AM

Return to the Summary Page

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

Selection Criteria

Employee ID:

Department ID:

Transaction ID:

Transaction Status:

Start Date: 06/23/2021

End Date: 09/21/2021

Business Unit:

[Legend Definition](#)

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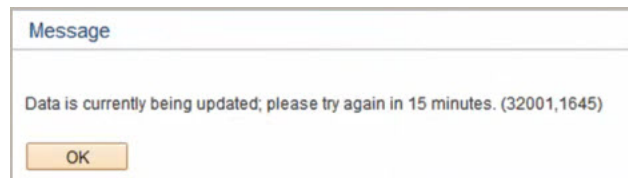
Interface File Summary View

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.

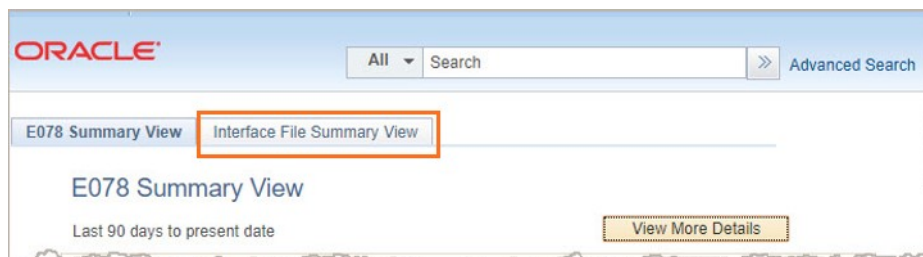
During this time the page is unavailable, and if accessed, an information message displays.



Select

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

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



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Interface Files Summary View tab

E078 Summary View | Interface File Summary View

Interface Summary View

Last 90 days to present date View More Details

Business Unit: BKCMP	File Name	Count
	BKCMP_I181OFC_BW_10165779BEST_202107161038.txt	1
	BKCMP_I618OFC_BW_10166664BEARS_202107161207.txt	10
	BKCMP_I618OFC_MO_10170410BEARS_202107280811.txt	10
	BKCMP_I181OFC_BW_10170410BEARS_202107301202.txt	112

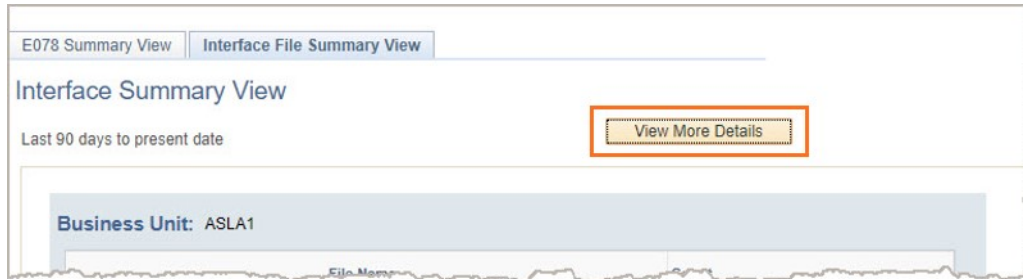
Field / Column	Description
Business Unit	The Business Units displayed are determined by the user's security profile and assigned roles.
File Name	The name of the submitted I-181 or I-618 interface file.
Count	The number of rows in this file.

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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.

Transaction ID	Empl ID	Name	File Name	Business Un
1 OTP0003475	10451626	Matthew Mcpheron	SFCMP_I6180FC_MO_103421610701COR_202107230514.txt	SFCMP

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.

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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.

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View Transactions

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

Selection Criteria

Employee ID:

Department ID:

Transaction ID:

Transaction Status:

Start Date:

End Date:

Business Unit:

[? Legend Definition](#)

Find | View 100 | First 1-50 of 4780 Last

Transaction ID	Empl ID	Request Type	Reason	Transaction Status	Business Unit	Dept Name	DateTime Submitted
1 PR00146013	10350442	Off Cycle	No Pay Submitted Late TimeShee	Payment processed	SFCMP	E_LARC Operations	07/13/2021 06:40:07 AM
2 PR00146040	10348623	Final Pay	Voluntary	Ready to be processed	SFCMP	M_DO-AuxSvc-ZSFG CPG	07/13/2021 08:10:17 AM
3 PR00146042	10100673	Off Cycle	Partial Pay Late TimeSheet Sub	Payment processed	LACMP	Orthopedic Surgery	07/13/2021 08:19:57 AM
4 PR00146035	10201523	Final Pay	Voluntary	Payment processed	LAMED	Medctr-Medical Ctr Administrat	07/13/2021 07:57:59 AM
5 PR00146043	10124392	Off Cycle	Financial Hardship	Payment processed	LAMED	Medctr-Volunteers	07/13/2021 07:55:57 AM

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 Status:

File Name:

Personalize | Find | View 100 | First 1-50 of 9488 Last

Transaction ID	Empl ID	Name	File Name
1-PT00-03475	10454626	Maths Mcpherson	SFCMP-618QEC_MO_102421610701COR_202107230

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Transaction Details

To review details of the transactions, click the [Transaction Details](#) tab.

Detailed transaction information displays in the table.

Transaction ID	Empl ID	Name	File Name	Business Unit
1 RF00003543	10403339	Jiangman Shah	SDCMP_I181OFC_BW_10425409HRS_202107200448.txt	SDCMP
2 RF00003543	10403339	Jiangman Shah	SDCMP_I181OFC_BW_10425409HRS_202107200448.txt	SDCMP
3 RF00003543	10403339	Jiangman Shah	SDCMP_I181OFC_BW_10425409HRS_202107200448.txt	SDCMP

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.

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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.

The screenshot shows a search interface with the following fields:

- Employee ID:
- Department ID:
- Transaction ID:
- Transaction Status:
- Submission Start Date:
- Submission End Date:
- Business Unit:
- File Name:

Navigation: Personalize | Find | View 100 | First 1-50 of 9488 Last

Active Tab: **Additional Details**

Additional transaction information displays.

Transaction ID	Empl ID	Name	Empl Record	Initiator	AWE Approver	Approved Datetime	Earns Begin Date
1 RF00003543	10403339	Jiangman Shah	1	10425409	10421047	07/20/2021 5:14:04PM	07/04/2021
2 RF00003543	10403339	Jiangman Shah	1	10425409	10421047	07/20/2021 5:14:04PM	07/05/2021
3 RF00003543	10403339	Jiangman Shah	1	10425409	10421047	07/20/2021 5:14:04PM	07/06/2021
4 RF00003543	10403339	Jiangman Shah	1	10425409	10421047	07/20/2021 5:14:04PM	07/07/2021

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.

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Display All Details

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

The screenshot shows the 'Selection Criteria' form with fields for Employee ID, Department ID, Transaction ID, Transaction Status, File Name, Submission Start Date (06/23/2021), Submission End Date (09/21/2021), and Business Unit. A 'Search' button is present. Below the form is a table header with columns: Transaction ID, Empl ID, Name, File Name, Business Unit, Transaction Status, Department, and Description. The 'Additional Details' button is highlighted with a red box.

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

The screenshot shows a table with the following data:

Transaction ID	Empl ID	Name	File Name	Business Unit	Transaction Status	Department	Description
1 OTP0003475	10451626	Matthew Mcpheron	SFCMP_1618OFC_MO_103421610701COR_202107230514.txt	SFCMP	Payment Processed	138384	M_MED-2
2 OTP0003359	10437529	Lori Day	SFCMP_1618OFC_MO_10342161OLOFC0714_202107070204.txt	SFCMP	Payment Processed	332008	P_Clinical
3 OTP0003422	10447414	Marisol Aguilar	SFCMP_1618OFC_MO_10353277MOOFFCYC_202107211018.txt	SFCMP	Payment Processed	127037	M_Anesth

Return to the Summary Page

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

The screenshot shows the 'Selection Criteria' form with the same fields as above. A 'Return to Interface Summary' button is highlighted with a red box. A 'Legend Definition' link is also visible.