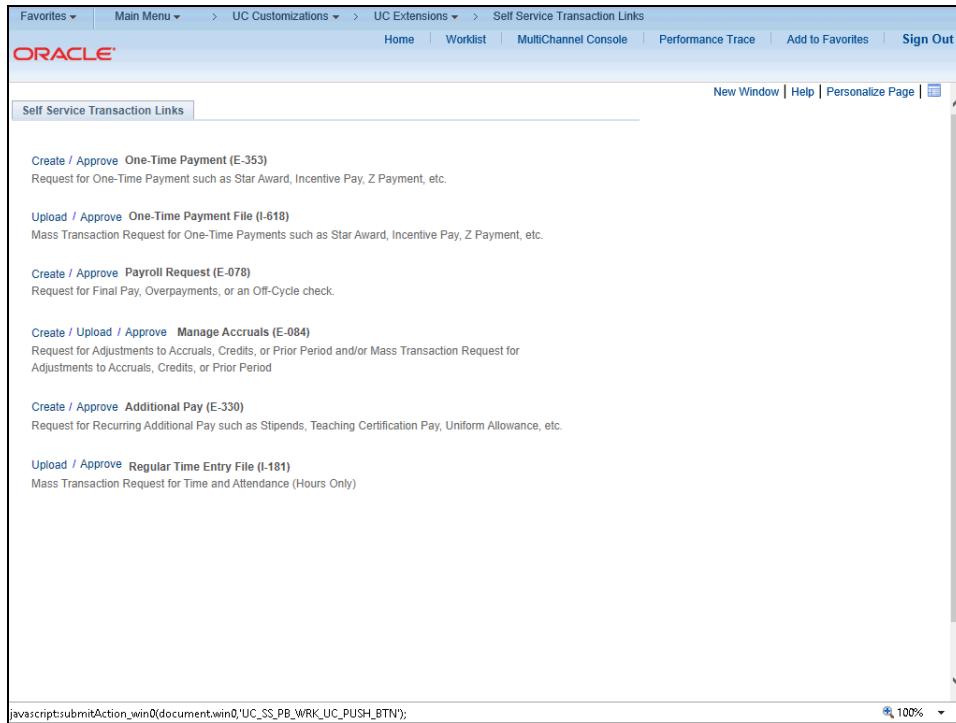


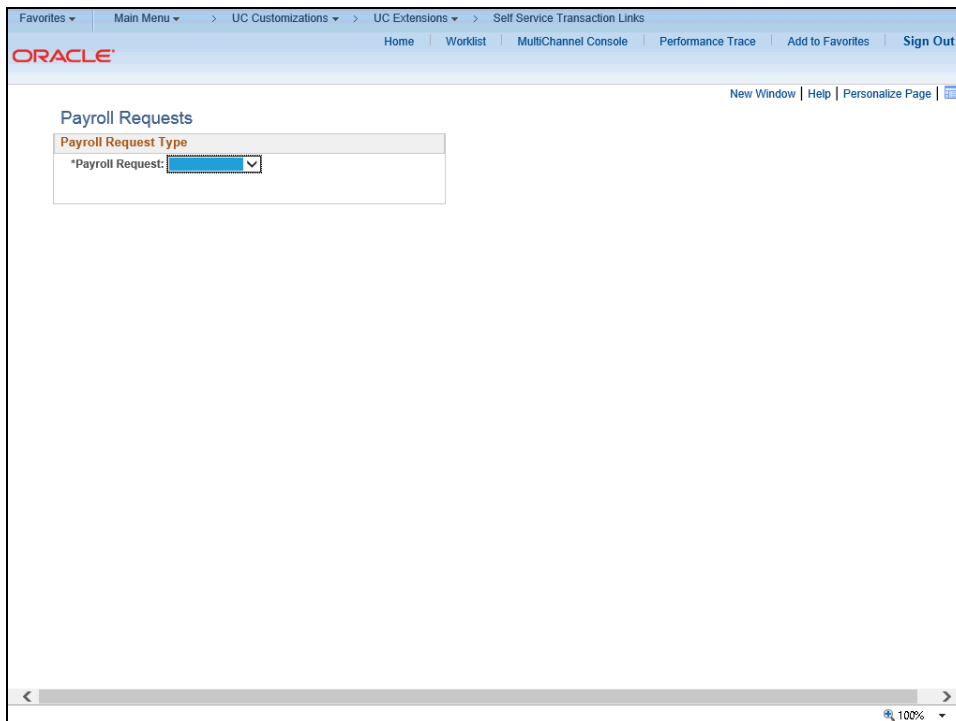
Use this task to create and submit an off-cycle payroll request. In this example, the off-cycle pay request is for a biweekly employee with no pay submitted for the prior pay period.


Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transaction Links**

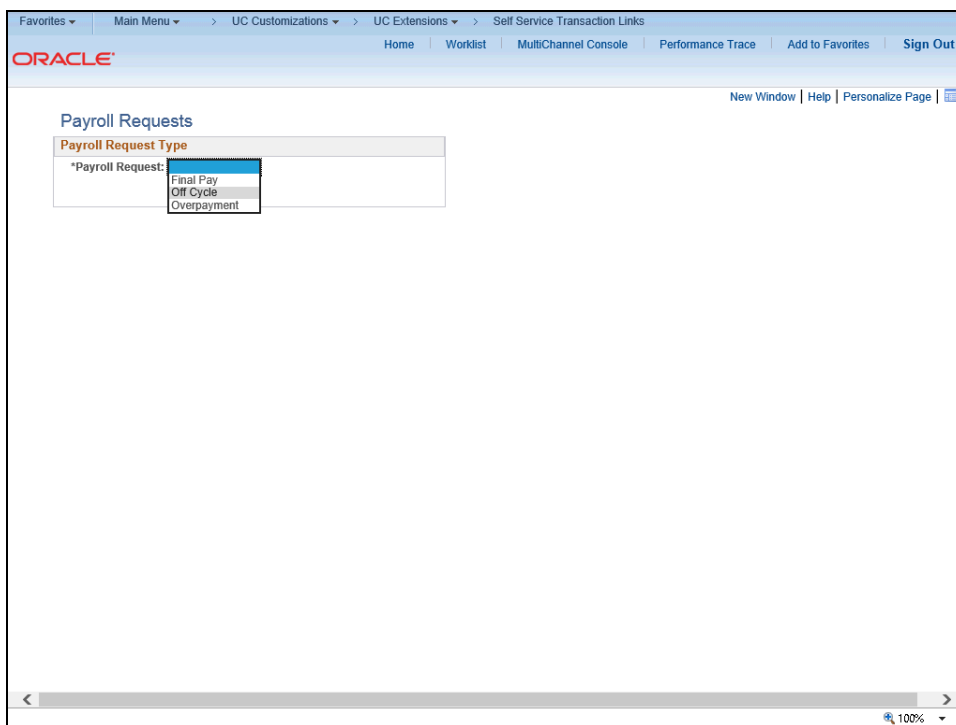
Note: This page also may be available in **Workcenter** depending on your security access.



Step	Action
1.	<p>The Payroll Request (E-078) transaction provides options for Final Pay, Off-Cycle Pay and Overpayment requests.</p> <p>Click the Create link.</p> <p>Create</p>



Step	Action
2.	Click the button to the right of the Payroll Request field. 



Step	Action
3.	<p>Select the type of request to submit.</p> <p>For this example, click the Off Cycle list item.</p> <p>Off Cycle</p>

Payroll Requests

Payroll Request Type

*Payroll Request: **Off Cycle**

Reason:

Employee Selection Criteria

Empl ID:

Empl Rcd:

Last Name:

First Name:

Business Unit:

Department:

Job Code:

Get Employees Return

Name	Business Unit	Empl ID	Empl Record	Empl Status	Action	Reason Code	Effective Date	Position Number	Department	Job Code	Job Code Description
1 Name			0								

Step	Action
4.	<p>The Reason field and the search criteria fields appear.</p> <p>You must select an additional type based on the Payroll Request you selected. In this example, the Off Cycle request requires a Reason.</p> <p>Click the button to the right of the Reason field.</p> <p><input type="text"/></p>

Payroll Requests

Payroll Request Type: Off Cycle

Reason: **No Pay Submitted Late Hire**

Employee Select

Empl ID:

Empl Rcd:

Last Name:

First Name:

Business Unit:

Department:

Job Code:

Get Employees Return

Name	Business Unit	Empl ID	Empl Record	Empl Status	Action	Reason Code	Effective Date	Position Number	Department	Job Code	Job Code Description
1 Name			0								

Step	Action
5.	<p>Select the reason for the off-cycle payment.</p> <p>For this example, click the No Pay Submitted Late Hire list item.</p> <p>No Pay Submitted Late Hire</p>

Step	Action
6.	Enter search criteria for the employee(s). The fastest way to locate the employee is to enter the employee's ID. Click in the Empl ID field. <input type="text"/>
7.	Enter the desired information into the Empl ID field. For this example, enter 10016567 .
8.	To display the employee information in the search results grid, click the Get Employees button. <input type="button" value="Get Employees"/>

Name	Business Unit	Empl ID	Empl Record	Empl Status	Action	Reason Code	Effective Date	Position Number	Department	Job C
1 Godinez, Johnny	MECMP	10016567	0	Active DTA		CNV	12/17/2017	40012371	M52800	00829

Step	Action
9.	<p>The system displays the search results at the bottom of the page.</p> <p>If no records match the search criteria, the search grid is blank. If multiple records match the search criteria, the system displays a list of employees who match that criteria.</p> <p>In this example, you entered an employee ID for an employee who has only one employee record (Empl Record 0) in UCPath, so the system returned only one search result.</p>

Payroll Requests

Payroll Request Type

*Payroll Request:

Reason:

Employee Selection Criteria

Empl ID:

Empl Rcd:

Last Name:

First Name:

Business Unit:

Department:

Job Code:

Name	Business Unit	Empl ID	Empl Record	Empl Status	Action	Reason Code	Effective Date	Position Number	Department	Job C
1 Godinez, Johnny	MECMP	10016567	0	Active DTA		CNV	12/17/2017	40012371	M52800	00829

Step	Action
10.	The search results grid displays basic personal data and job data information about the employee(s).
11.	To begin entering the request details, click the name link. lick the Godinez,Johnny link. Godinez, Johnny

The screenshot shows the Oracle UCPath interface for submitting an off-cycle pay request. The page is titled 'Earnings' and includes a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Performance Trace', 'Add to Favorites', and 'Sign Out'. The main content area displays the following information:

- Transaction ID:** NEW
- Employee:** Johnny Godinez (EMP ID: 10016567)
- Empl Record:** 0
- Payroll Request:** Off Cycle
- Reason:** No Pay Submitted Late Hire

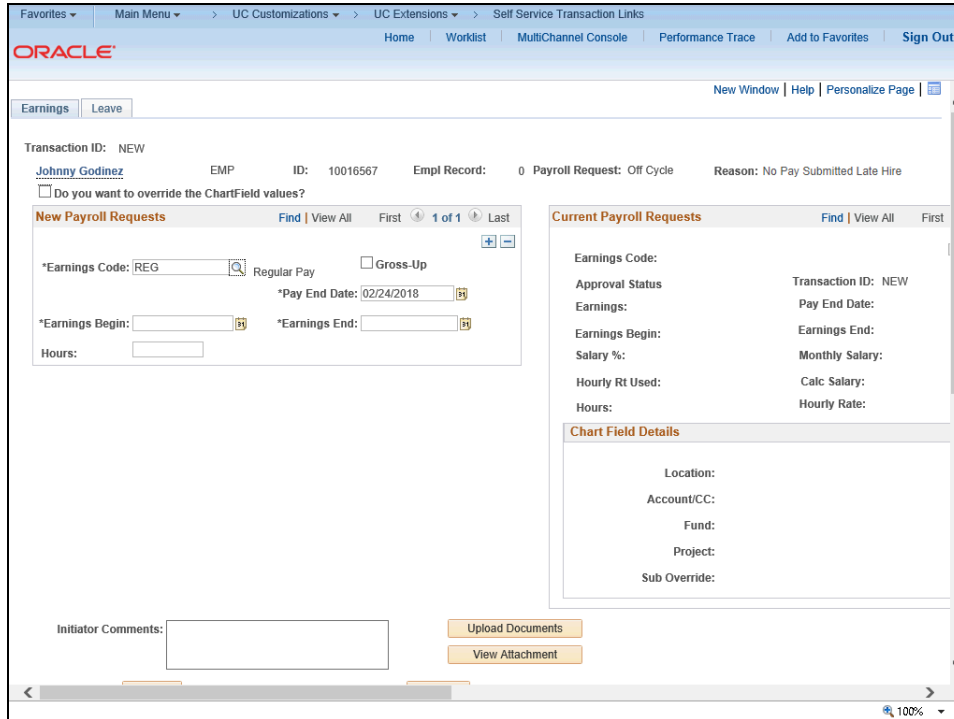
There are two main sections for entering request details:

- New Payroll Requests:** Includes fields for *Earnings Code, *Earnings Begin, *Earnings End, *Pay End Date (02/24/2018), Salary %, Monthly Salary, Hourly Rate, and Hours. A checkbox for 'Do you want to override the ChartField values?' is present, along with a 'Gross-Up' checkbox.
- Current Payroll Requests:** A read-only section showing the same fields as the 'New Payroll Requests' section.
- Chart Field Details:** A section for entering specific chart field values: Location, Account/CC, Fund, Project, and Sub Override.


At the bottom, there is an 'Initiator Comments' field and buttons for 'Upload Documents' and 'View Attachment'.

Step	Action
12.	Use the Earnings page to enter specific information about the off-cycle payment.
13.	Notice that the Transaction ID field displays NEW . When you successfully complete all required fields and submit the request for review and approval, the system automatically assigns the ID number.
14.	This section is read-only.
15.	If applicable, select the Do you want to override the ChartField values? check box to display the ChartField Detail section. Update ChartField values only when directed. For this example, do not override the ChartField values.
16.	Enter the request details within the Earnings and Leave pages as necessary for your payroll request. For example, use the Earnings Code field to identify the appropriate earnings for the employee's missing pay to generate the off-cycle paycheck. The earnings code list includes the codes available for the employee's Pay Group .

Step	Action
17.	<p>The selected Earnings Code determines whether you must enter the Earnings field (amounts) or the Hours field.</p> <p>If the code requires hours, such as REG, the Earnings field disappears. If the code requires amounts, the Hours field disappears.</p> <p>The Earnings Begin and Earnings End date fields are always required.</p> <p>The Pay End Date field defaults to the end date of the current pay cycle (monthly or biweekly, based on the employee's Pay Group). Accept the default value; do not change the value.</p> <p>When you exit the Earnings Code field, the system determines if this a monthly or biweekly employee.</p>
18.	<p>For biweekly employees, if the earnings are not received via the standard time and attendance interface, you must enter the Earnings Code based on the two week pay period. Enter a separate row for each Earnings Code for each day, and the Earnings Begin and Earnings End date fields on a given row must be the same. For example, a standard two-week period should have 10 rows to identify earnings for the standard work days. Additional rows may be required to enter absence takes or additional hours worked during the period.</p>
19.	<p>The Salary % field appears only for a monthly employee and is used to prorate the hours based on the monthly working hours for a particular month. For biweekly employees, use either the Earnings or Hours fields only.</p> <p>When an Earnings Code for hours is entered for a monthly employee, the Hours field becomes view-only and the value entered in the Salary % field automatically calculates the Hours and Calc Salary fields.</p> <p>More information is available in the <i>Submit an Overpayment Pay Request</i> simulation.</p>
20.	<p>To begin entering the off-cycle request, click in the Earnings Code field.</p> <div data-bbox="388 1394 597 1430" style="border: 1px solid black; width: 129px; height: 17px; margin-left: 20px;"></div>
21.	<p>Enter the desired information into the Earnings Code field. For this example, enter REG.</p>
22.	<p>Press [Tab].</p>



Step	Action
23.	<p>Notice that several fields were removed based on the earnings code.</p> <p>Click in the Earnings Begin field.</p> <input type="text"/>
24.	<p>For this off-cycle request, the missed pay is for the previous pay period. The currently displayed Pay End Date is 2/24/18. Therefore, the previous pay period is 1/28/18 - 2/10/18.</p> <p>To enter the data for this biweekly employee, add rows for each Earnings Code for each day to identify the earnings. There must be 5 rows for week 1 and 5 rows for week 2. Additionally, if there are any absence takes, shift differentials, overtime and so on, they must be entered by day taken or applied; one row for each day.</p>
25.	<p>Enter the desired information into the Earnings Begin field. For this example, enter 012818.</p>
26.	<p>For biweekly input, the begin date is the same as the end date.</p> <p>Click in the Earnings End field.</p> <input type="text"/>
27.	<p>Enter the desired information into the Earnings End field. For this example, enter 012818.</p>

Step	Action
28.	The REG code requires an entry in the Hours field. Click in the Hours field. <input type="text"/>
29.	Enter the number of hours worked in the first week. Enter the desired information into the Hours field. For this example, enter 8 .
30.	Now add the second day for Week 1. Click the Add a new row button. 


Step	Action
31.	Enter the desired information into the Earnings Code field. For this example, enter REG .
32.	Press [Tab] .

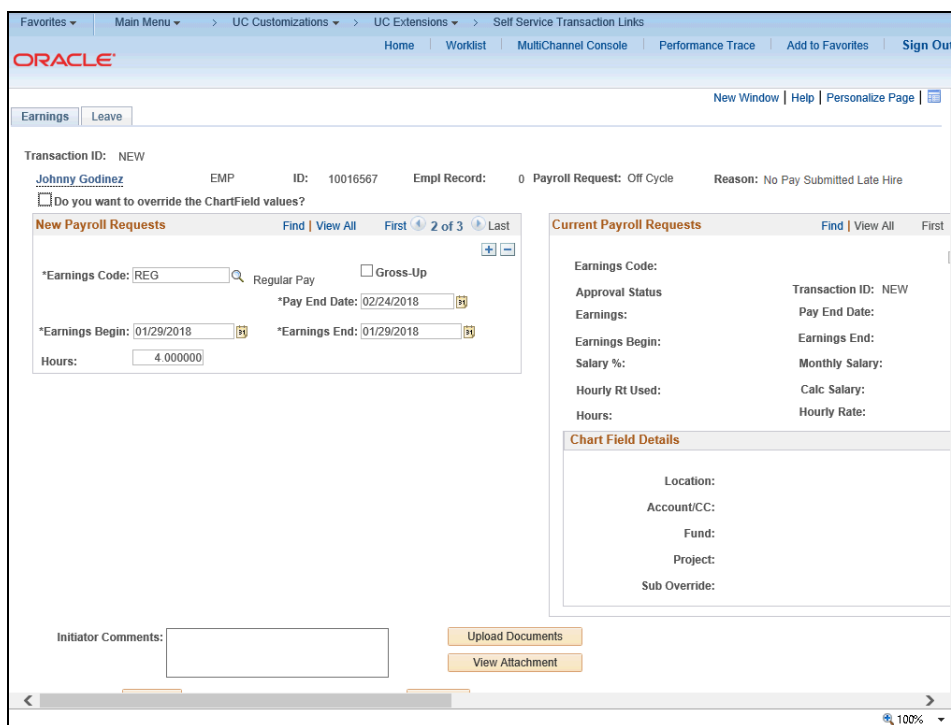
The screenshot shows the UCPath interface for submitting an off-cycle pay request. The top navigation bar includes 'Favorites', 'Main Menu', 'UC Customizations', 'UC Extensions', and 'Self-Service Transaction Links'. The main content area is titled 'Earnings' and 'Leave'. It displays transaction details for 'Johnny Godinez' (EMP ID: 10016567) with a 'Payroll Request: Off Cycle' and 'Reason: No Pay Submitted Late Hire'. The 'New Payroll Requests' section includes fields for 'Earnings Code' (REG), 'Pay End Date' (02/24/2018), 'Earnings Begin', 'Earnings End', and 'Hours'. There are also 'Upload Documents' and 'View Attachment' buttons. The 'Current Payroll Requests' section shows a list of requests with columns for 'Earnings Code', 'Approval Status', 'Earnings', 'Earnings Begin', 'Salary %', 'Hourly Rt Used', and 'Hours'. The 'Chart Field Details' section includes fields for 'Location', 'Account/CC', 'Fund', 'Project', and 'Sub Override'.


Step	Action
33.	Enter the data for the continuation of Day 1, for example, sick leave, shift differentials or overtime. Otherwise, enter the data for Day 2. Click in the Earnings Begin field. <input type="text"/>
34.	Enter the desired information into the Earnings Begin field. For this example, enter 012918 .
35.	Click in the Earnings End field. <input type="text"/>
36.	Enter the desired information into the Earnings End field. For this example, enter 012918 .
37.	For this example, the employee worked 4 hours in the morning on the second day and took 4 hours of sick in the afternoon. Click in the Hours field. <input type="text"/>
38.	Enter the desired information into the Hours field. For this example, enter 4 .
39.	To enter the absence data, click the Leave tab. <input type="button" value="Leave"/>

The screenshot shows the Oracle UCPath interface for submitting an off-cycle payroll request. The page title is "Self-Service Transaction Links" and the user is logged in as "Johnny Godinez". The transaction ID is "NEW". The employee ID is "10016567". The payroll request is for "Off Cycle" with a reason of "No Pay Submitted Late Hire". The page is divided into two main sections: "New Payroll Requests" and "Current Payroll Requests". The "New Payroll Requests" section contains fields for "Earnings Code", "Hours", "Earnings Begin", and "Earnings End", along with an "Initiator Comment" field and "Submit" and "Return" buttons. The "Current Payroll Requests" section shows the current request details, including "Earnings Code", "Approval Status", "Hours", "Earnings Begin", and "Earnings End".

Step	Action
40.	Click in the Earnings Code field. <input type="text"/>
41.	The employee took a sick leave for 4 hours. For biweekly, the code is S1L . Enter the desired information into the Earnings Code field. For this example, enter S1L .
42.	Press [Tab] .
43.	Click in the Hours field. <input type="text"/>
44.	Enter the desired information into the Hours field. For this example, enter 4 .
45.	Press [Tab] .
46.	Enter the desired information into the Earnings Begin field. For this example, enter 012918 .
47.	Click in the Earnings End field. <input type="text"/>
48.	For an absence take, the Earnings Begin date must be the same as the Earnings End date. Enter the desired information into the Earnings End field. For this example, enter 012918 .

Step	Action
49.	Press [Tab] .
50.	Click the Earnings tab. 
51.	<p>This similar input of daily reporting continues by adding rows for each day, entering the appropriate Earnings Code, Earnings Begin, Earnings End and number of Hours.</p> <p>For this example, the concept has been demonstrated. We are not going to enter all of the rows. Assume you have included the necessary rows to capture all of the earnings entitled to the employee for that period.</p> <p>We continue now with the features of the lower section of the page.</p>



Step	Action
52.	<p>Add notes, comments or summary to document the request.</p> <p>Click in the Initiator Comments field.</p> 
53.	Enter the desired information into the Initiator Comments field. For this example, enter Employee missed pay last period..

Transaction ID: NEW
 Johnny Godinez EMP ID: 10016567 Empl Record: 0 Payroll Request: Off Cycle Reason: No Pay Submitted Late Hire

Do you want to override the ChartField values?

New Payroll Requests Find | View All First 2 of 3 Last

*Earnings Code: REG Regular Pay Gross-Up
 *Pay End Date: 02/24/2018
 *Earnings Begin: 01/29/2018 *Earnings End: 01/29/2018
 Hours: 4.000000

Current Payroll Requests Find | View All First

Earnings Code:
 Approval Status: Transaction ID: NEW
 Earnings: Pay End Date:
 Earnings Begin: Earnings End:
 Salary %: Monthly Salary:
 Hourly Rt Used: Calc Salary:
 Hours: Hourly Rate:

Chart Field Details

Location:
 Account/CC:
 Fund:
 Project:
 Sub Override:

Initiator Comments: Employee missed pay last period. REG hours 36 1/28/18 - 2/3/18; 4 hours S1L 1/29/18; REG hours 32 2/4/18 - 2/10/18; 8 hours S1L 2/7/18


Upload Documents
 View Attachment

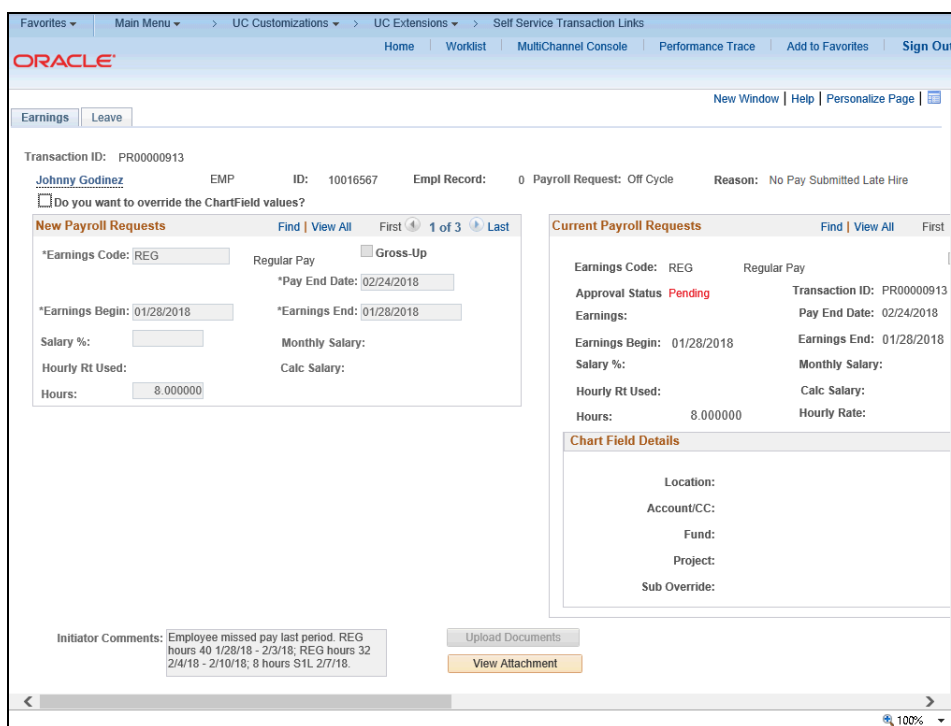
Step	Action
54.	In this example, additional information was automatically added to the comments to show the appropriate level of detail you should include.
55.	Click the scroll bar.

Initiator Comments: Employee missed pay last period. REG hours 36 1/28/18 - 2/3/18; 4 hours S1L 1/29/18; REG hours 32 2/4/18 - 2/10/18; 8 hours S1L 2/7/18

Submit Return

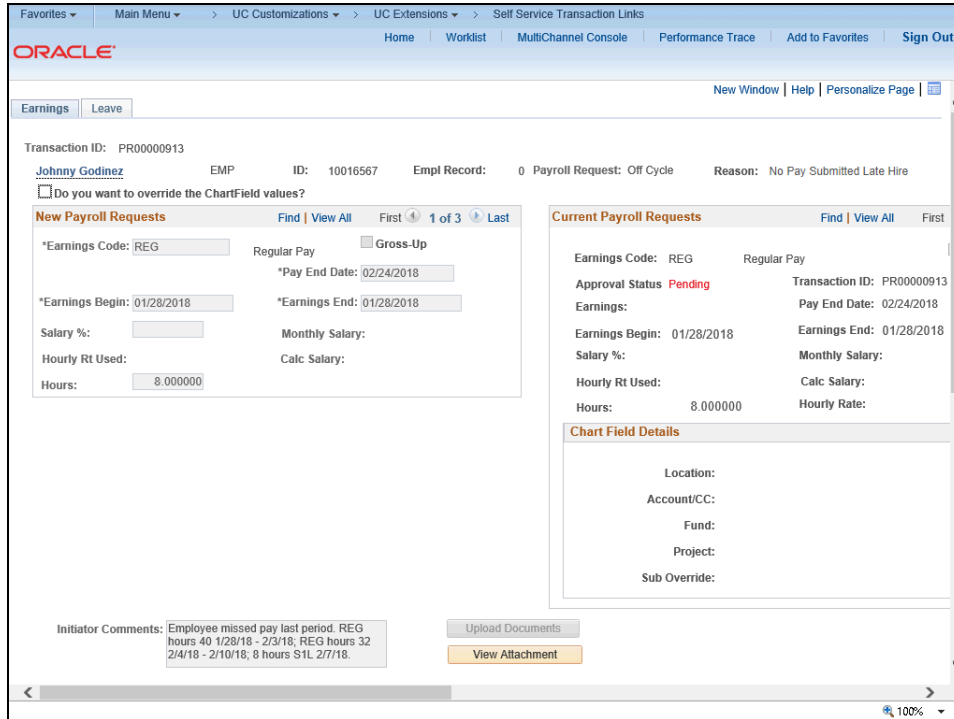
Upload Documents
 View Attachment

Step	Action
56.	Supporting documentation for this transaction can be uploaded to this request by using the Upload Documents button. During the approval process, the approver can click the View Attachment button to read the supporting information.
57.	To initiate the approval process, submit the request. Click the Submit button. 

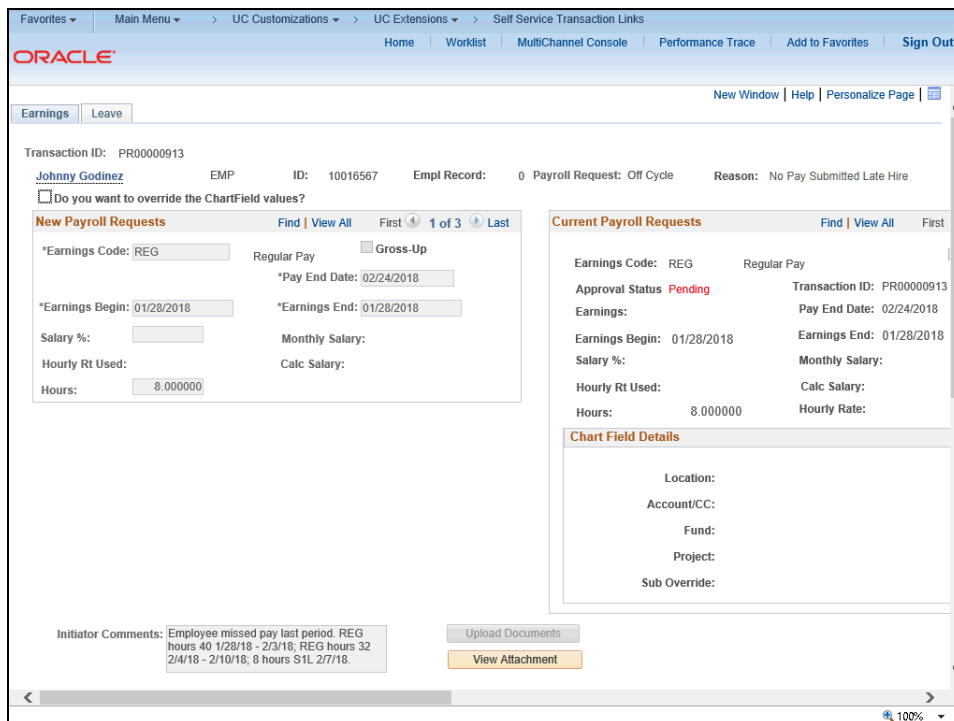


The screenshot displays the Oracle UCPath interface for a payroll request. The top navigation bar includes 'Favorites', 'Main Menu', 'UC Customizations', 'UC Extensions', and 'Self-Service Transaction Links'. The main content area shows details for a transaction with ID PR00000913 for employee Johnny Godinez. It includes sections for 'New Payroll Requests' and 'Current Payroll Requests', both showing 'REG' earnings code and 'Regular Pay' status. The 'Current Payroll Requests' section indicates an 'Approval Status' of 'Pending'. At the bottom, there is an 'Initiator Comments' box with text: 'Employee missed pay last period. REG hours 40 1/28/18 - 2/3/18, REG hours 32 2/4/18 - 2/10/18; 8 hours S1L 2/7/18.' and two buttons: 'Upload Documents' and 'View Attachment'.

Step	Action
58.	After you submit the request for approval, the transaction status and details appear on the right side of the page.



Step	Action
59.	Additionally, if there are no errors, the system generates and displays a unique Transaction ID .



Step	Action
60.	If you did override the existing ChartField values when creating your request, the override values appear in the Chart Field Details section. In this example, ChartField values were not updated.
61.	You have submitted an off-cycle payroll request for a biweekly employee. End of Procedure.