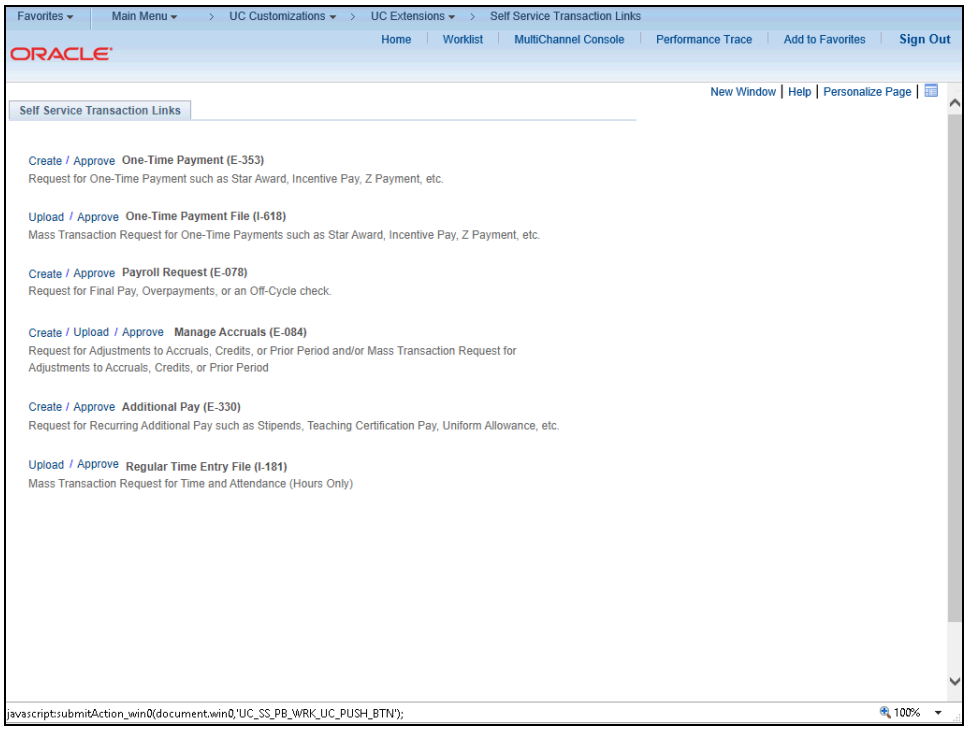
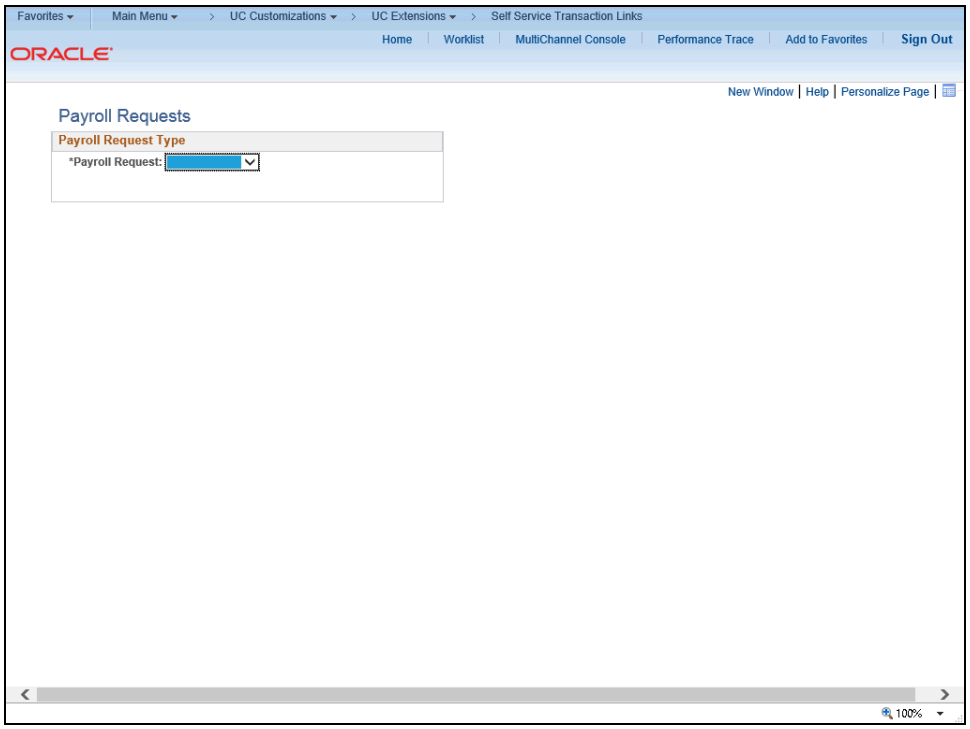
Use this task to create and submit an off-cycle payroll request. In this example, the off-cycle pay request is for a biweekly employee with no pay submitted for the prior pay period.

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

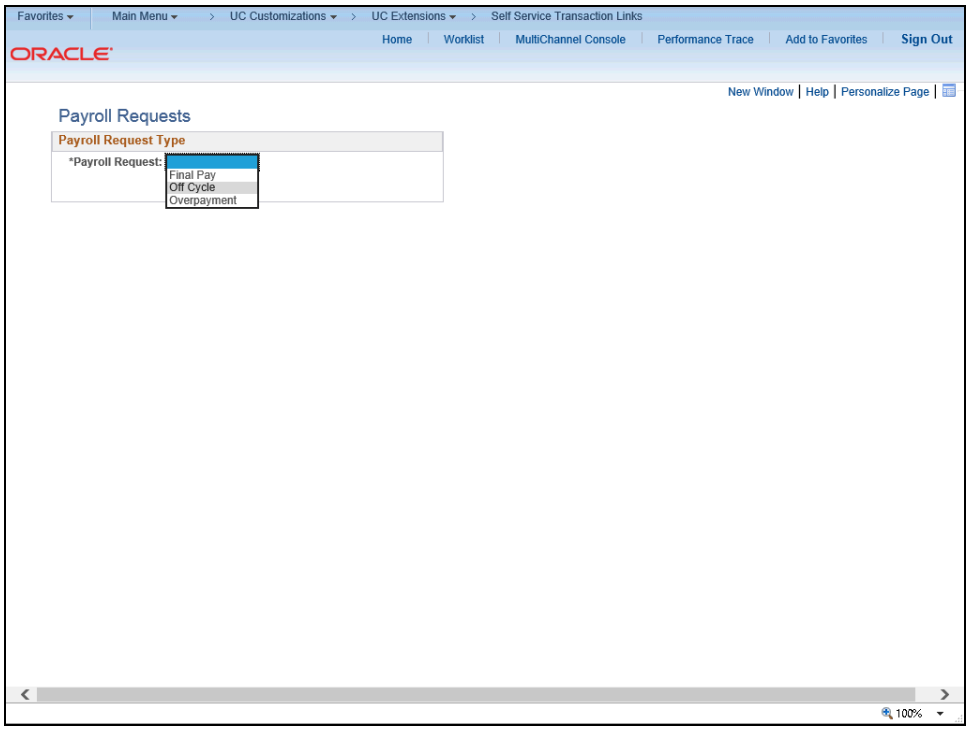
Note: This page also may be available in **Workcenter** depending on your security access.



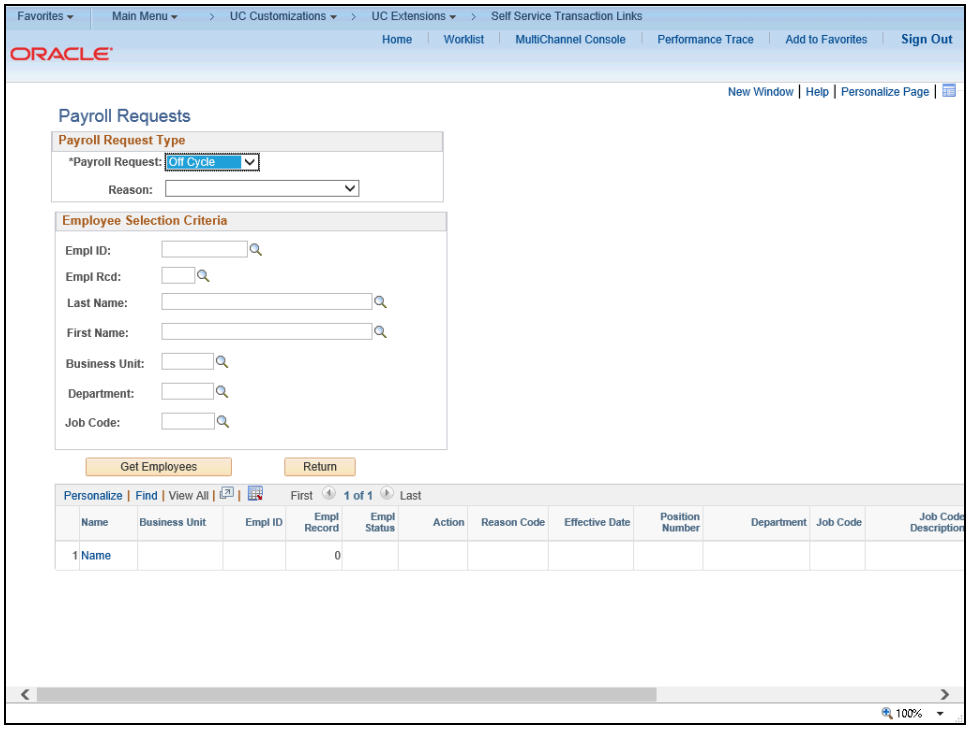
Step	Action
1.	The **Payroll Request (E-078)** transaction provides options for **Final Pay**, **Off-Cycle Pay** and **Overpayment** requests. Click the **Create** link. Create



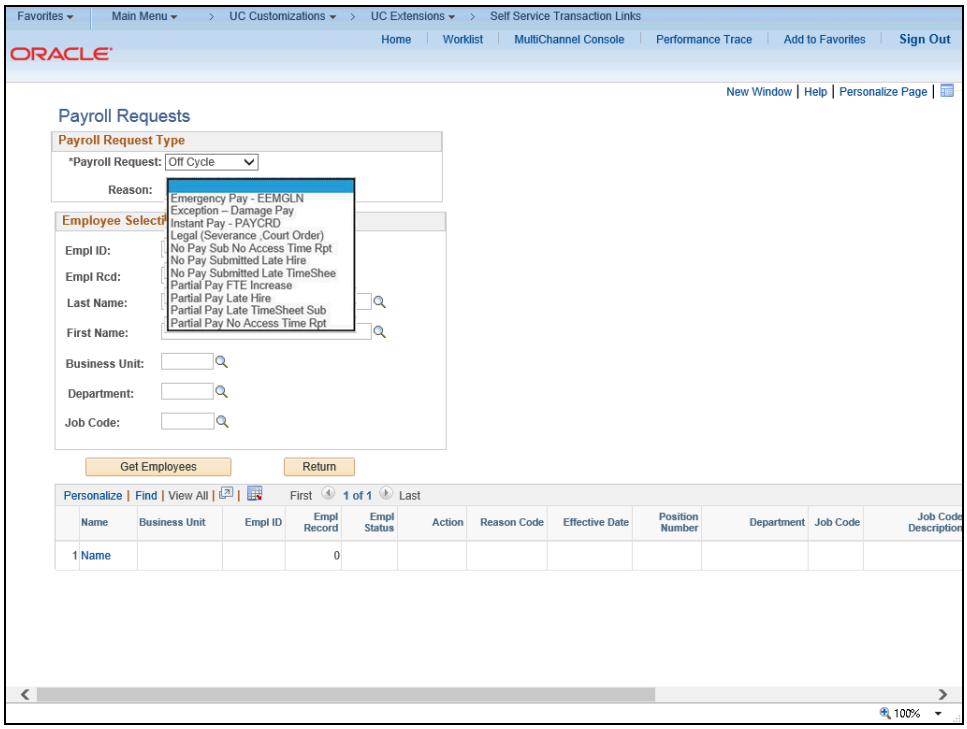
Step	Action
2.	Click the button to the right of the **Payroll Request** field.



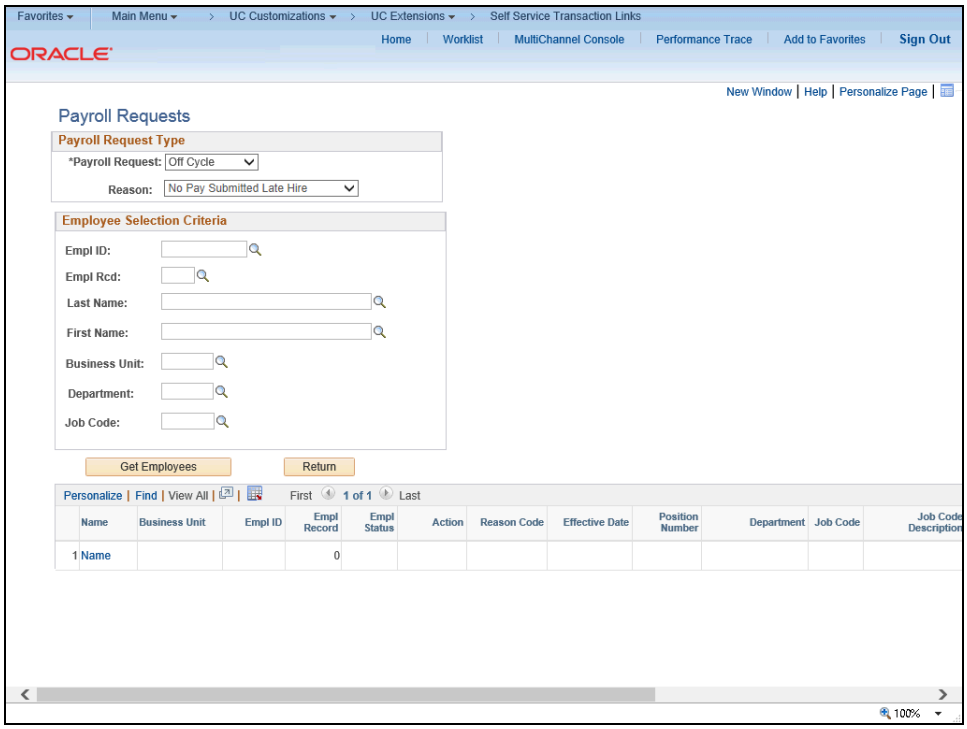
Step	Action
3.	Select the type of request to submit. For this example, click the **Off Cycle** list item. Off Cycle



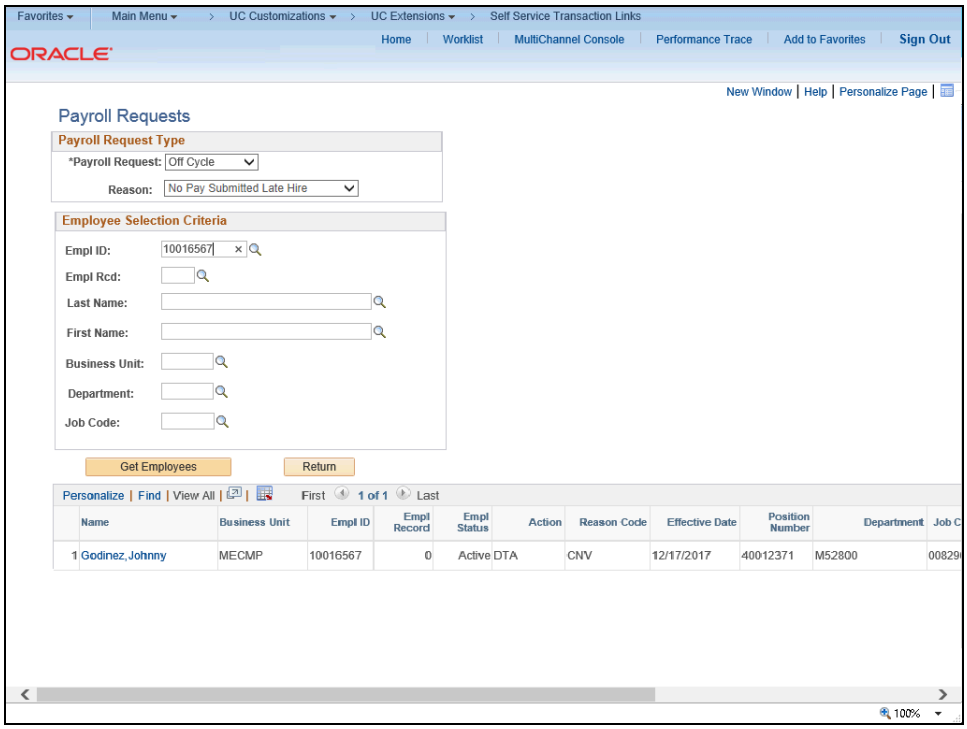
Step	Action
4.	The **Reason** field and the search criteria fields appear. You must select an additional type based on the **Payroll Request** you selected. In this example, the **Off Cycle** request requires a **Reason**. Click the button to the right of the **Reason** field.



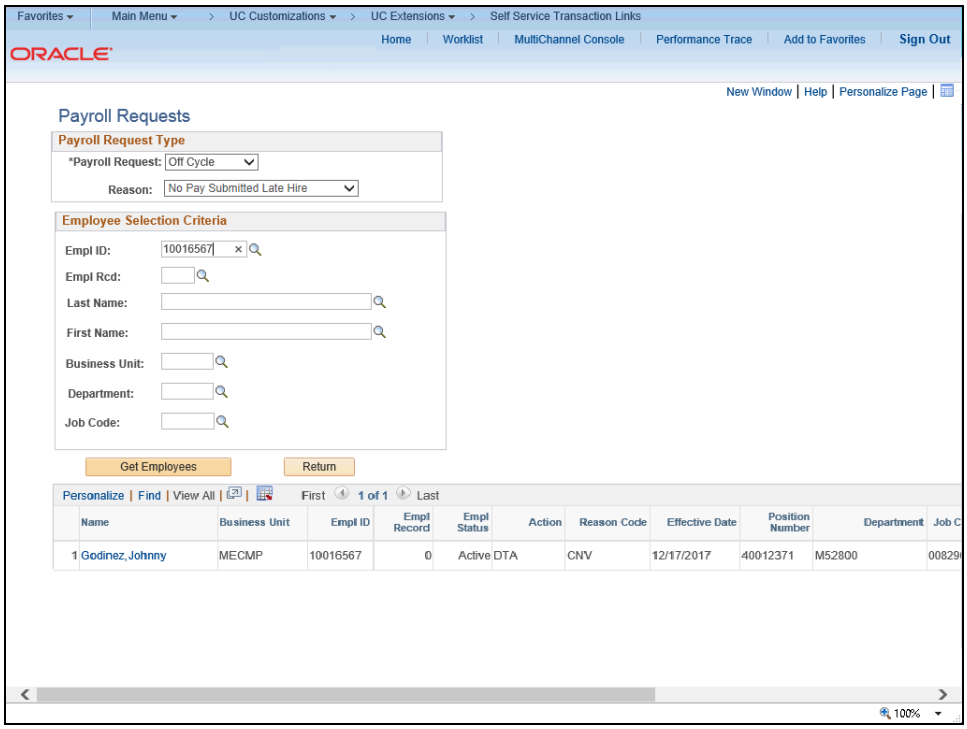
Step	Action
5.	Select the reason for the off-cycle payment. For this example, click the **No Pay Submitted Late Hire** list item. No Pay Submitted Late Hire



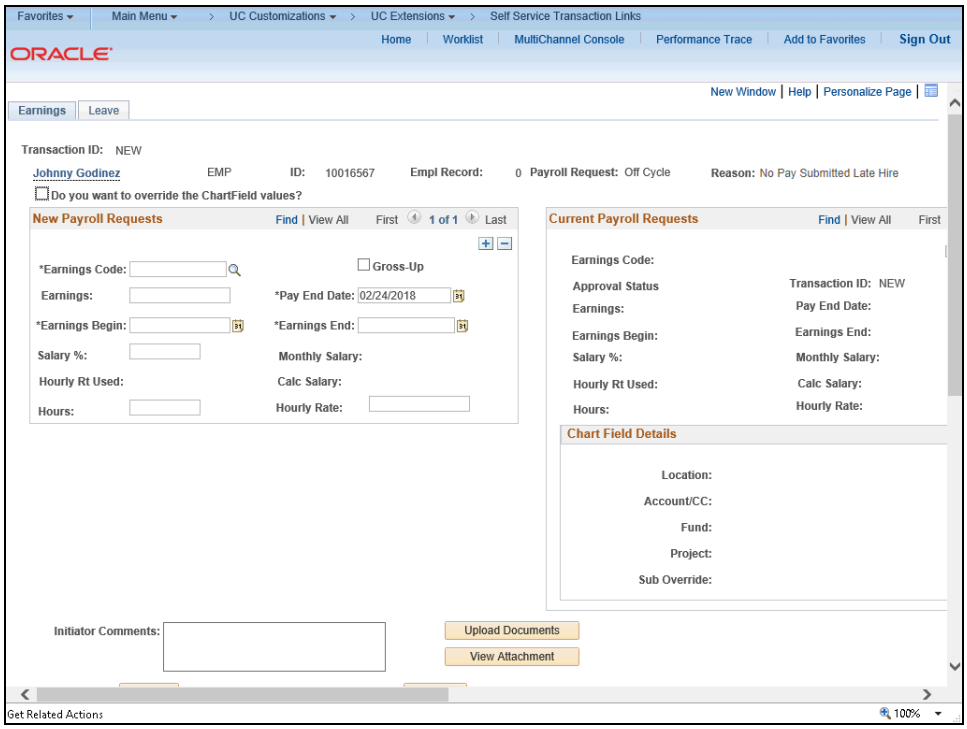
Step	Action
6.	Enter search criteria for the employee(s). The fastest way to locate the employee is to enter the employee's ID. Click in the **Empl ID** field.
7.	Enter the desired information into the **Empl ID** field. For this example, enter **10016567**.
8.	To display the employee information in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



Step	Action
9.	The system displays the search results at the bottom of the page. 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. 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.

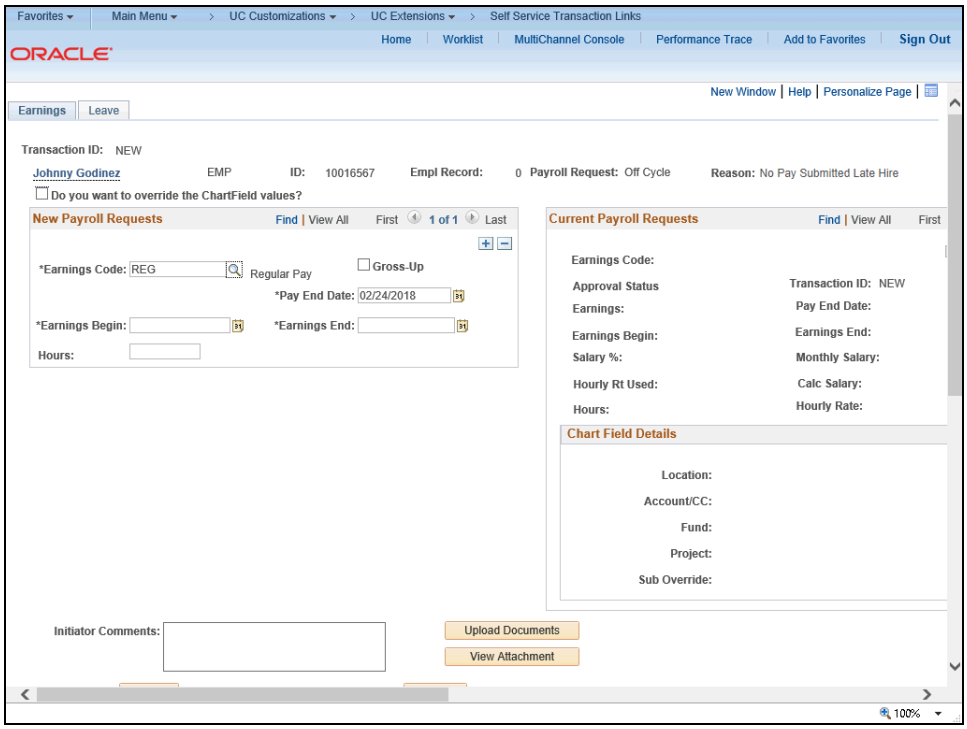


Step	Action
10.	The search results grid displays basic personal data and job data information about the employee(s).
11.	To begin entering the request details, click the name link. lick the **Godinez,Johnny** link. Godinez, Johnny



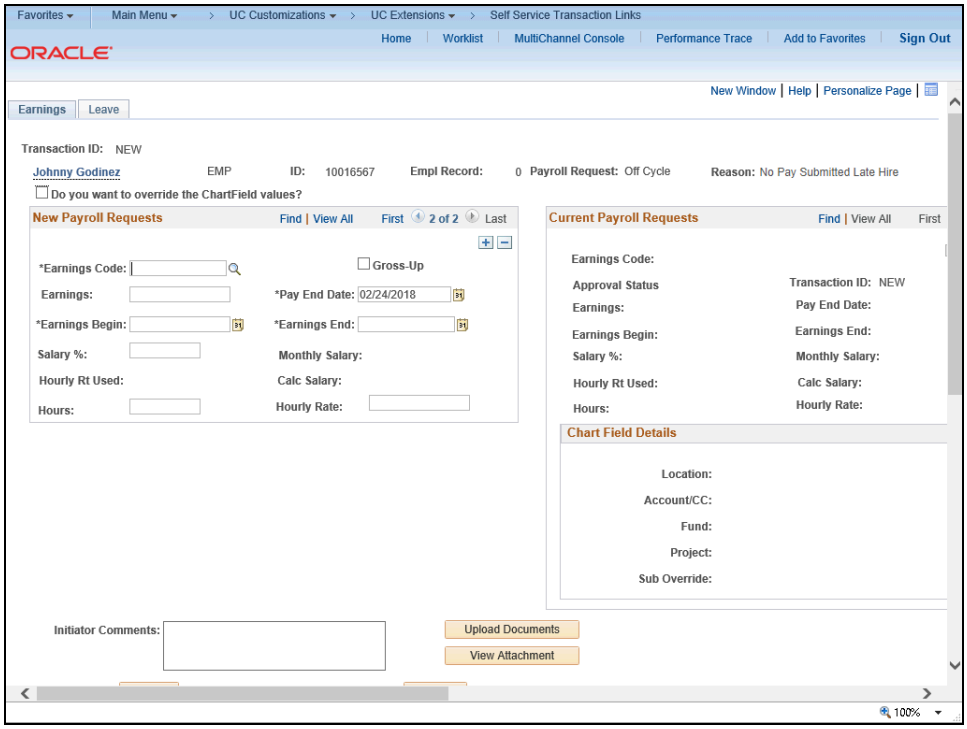
Step	Action
12.	Use the **Earnings** page to enter specific information about the off-cycle payment.
13.	Notice that the **Transaction ID** field displays **NEW**. When you successfully complete all required fields and submit the request for review and approval, the system automatically assigns the ID 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.	The selected **Earnings Code** determines whether you must enter the **Earnings** field (amounts) or the **Hours** field. If the code requires hours, such as **REG**, the **Earnings** field disappears. If the code requires amounts, the **Hours** field disappears. The **Earnings Begin** and **Earnings End** date fields are always required. 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. When you exit the **Earnings Code** field, the system determines if this a monthly or biweekly employee.
18.	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.
19.	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. 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. More information is available in the *Submit an Overpayment Pay Request* simulation.
20.	To begin entering the off-cycle request, click in the **Earnings Code** field.
21.	Enter the desired information into the **Earnings Code** field. For this example, enter **REG**.
22.	Press **[Tab]**.

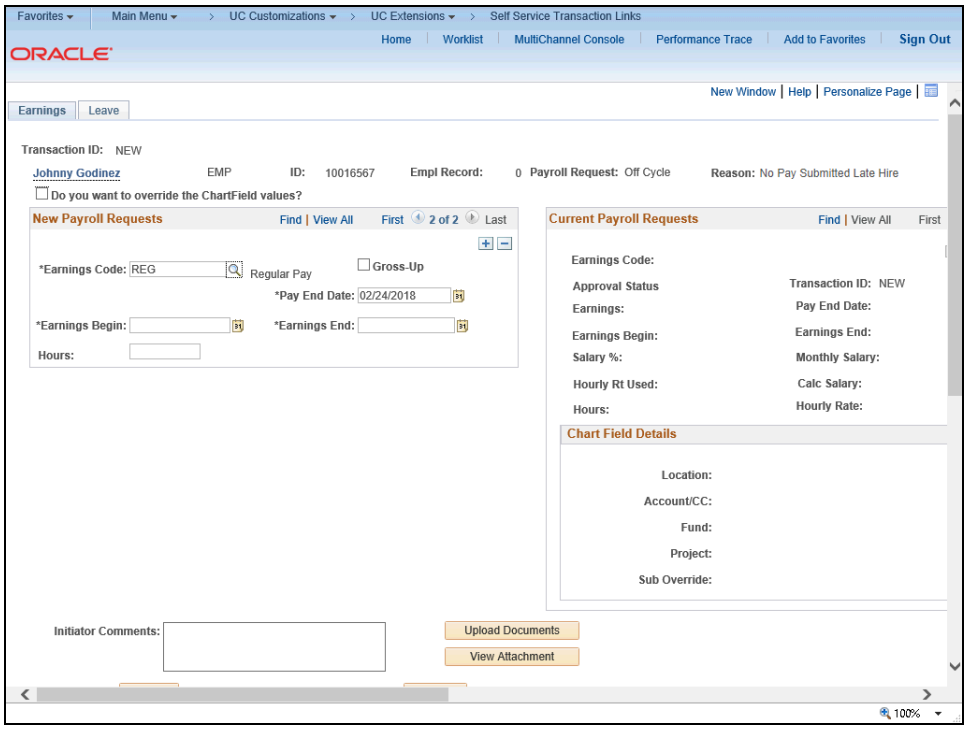


Step	Action
23.	Notice that several fields were removed based on the earnings code. Click in the **Earnings Begin** field.
24.	For this off-cycle request, the missed pay is for the previous pay period. The currently displayed **Pay End Date** is 2/24/18. Therefore, the previous pay period is 1/28/18 - 2/10/18. 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.
25.	Enter the desired information into the **Earnings Begin** field. For this example, enter **012818**.
26.	For biweekly input, the begin date is the same as the end date. Click in the **Earnings End** field.
27.	Enter the desired information into the **Earnings End** field. For this example, enter **012818**.

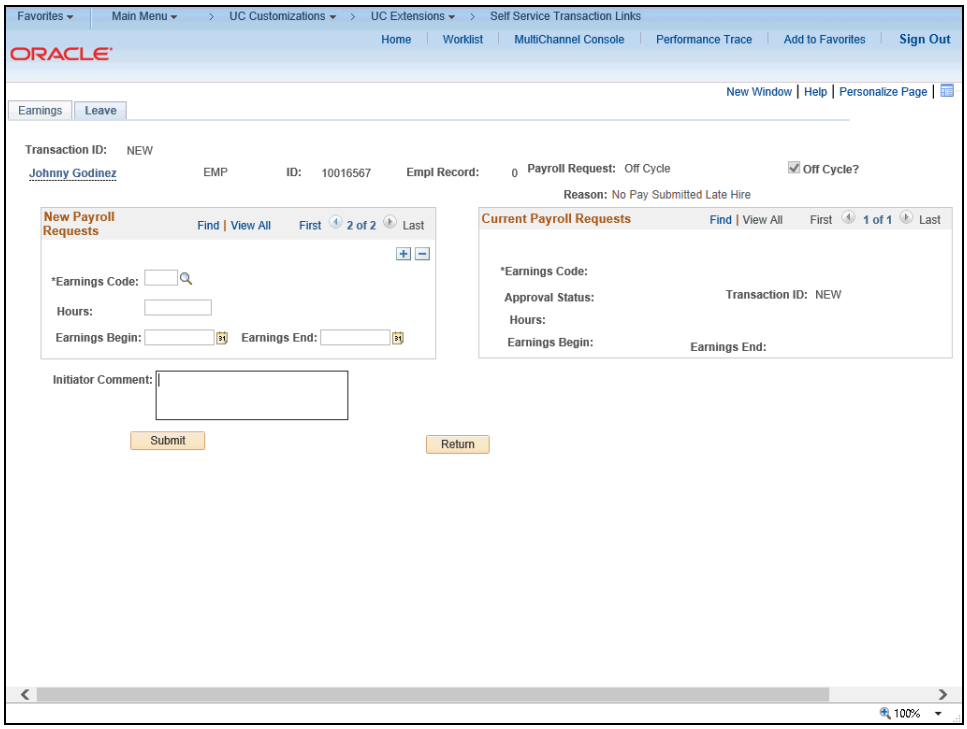
Step	Action
28.	The **REG** code requires an entry in the **Hours** field. Click in the **Hours** field.
29.	Enter the number of hours worked in the first week. Enter the desired information into the **Hours** field. For this example, enter **8**.
30.	Now add the second day for Week 1. Click the **Add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



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

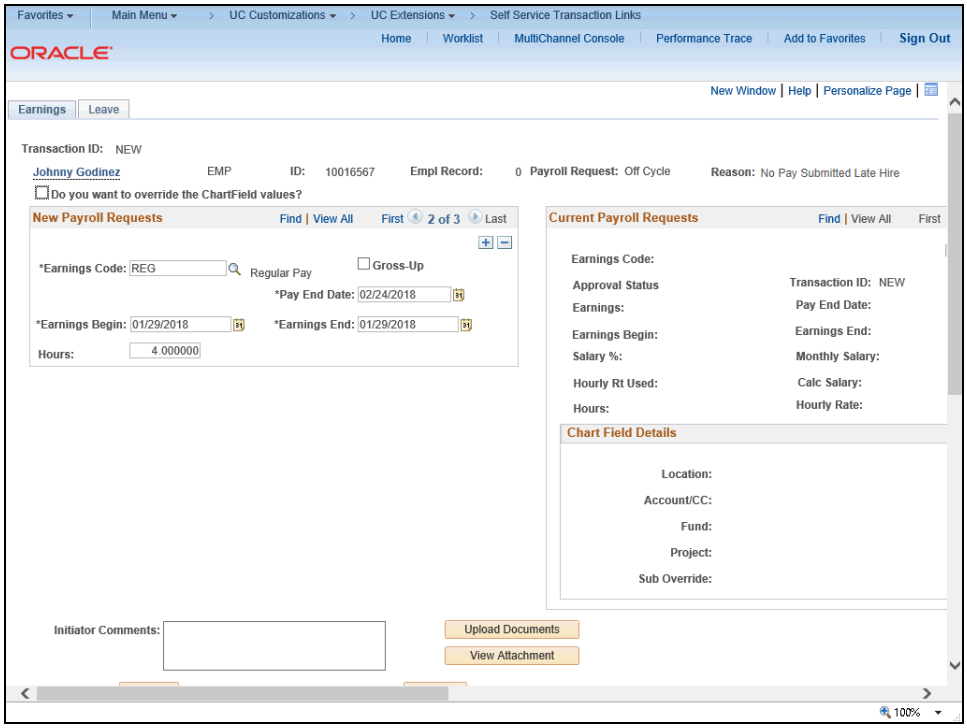


Step	Action
33.	Enter the data for the continuation of Day 1, for example, sick leave, shift differentials or overtime. Otherwise, enter the data for Day 2. Click in the **Earnings Begin** field.
34.	Enter the desired information into the **Earnings Begin** field. For this example, enter **012918**.
35.	Click in the **Earnings End** field.
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.
38.	Enter the desired information into the **Hours** field. For this example, enter **4**.
39.	To enter the absence data, click the **Leave** tab.

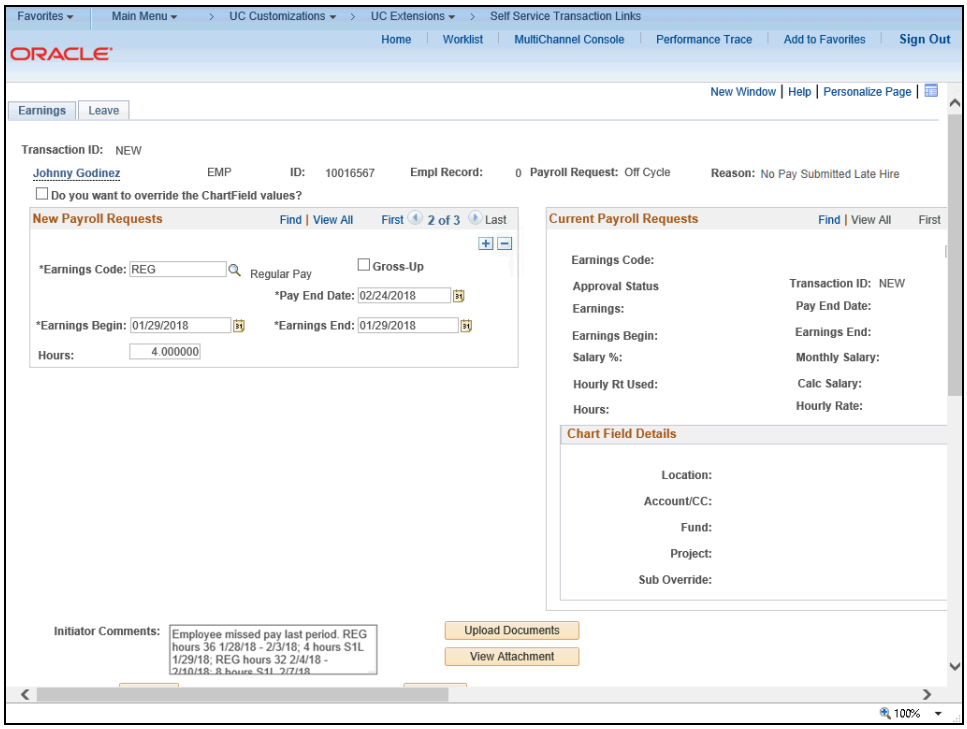


Step	Action
40.	Click in the **Earnings Code** field.
41.	The employee took a sick leave for 4 hours. For biweekly, the code is **S1L**. Enter the desired information into the **Earnings Code** field. For this example, enter **S1L**.
42.	Press **[Tab]**.
43.	Click in the **Hours** field.
44.	Enter the 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.
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**.

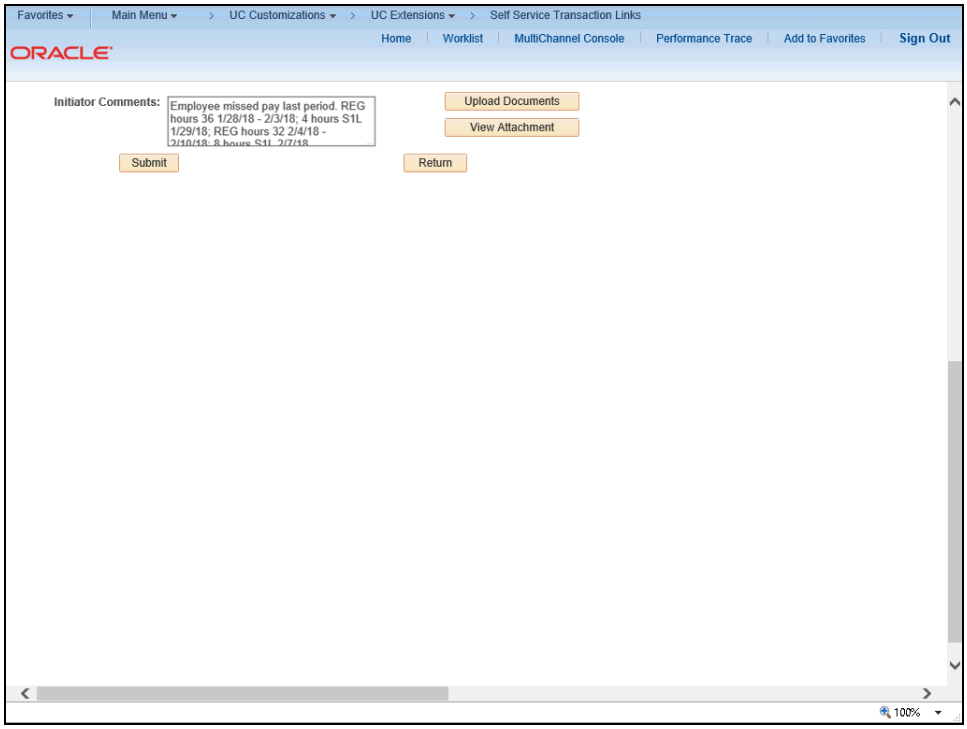
Step	Action
49.	Press **[Tab]**.
50.	Click the **Earnings** tab.
51.	This similar input of daily reporting continues by adding rows for each day, entering the appropriate **Earnings Code**, **Earnings Begin**, **Earnings End** and number of **Hours**. For this example, the concept has been demonstrated. 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. We continue now with the features of the lower section of the page.



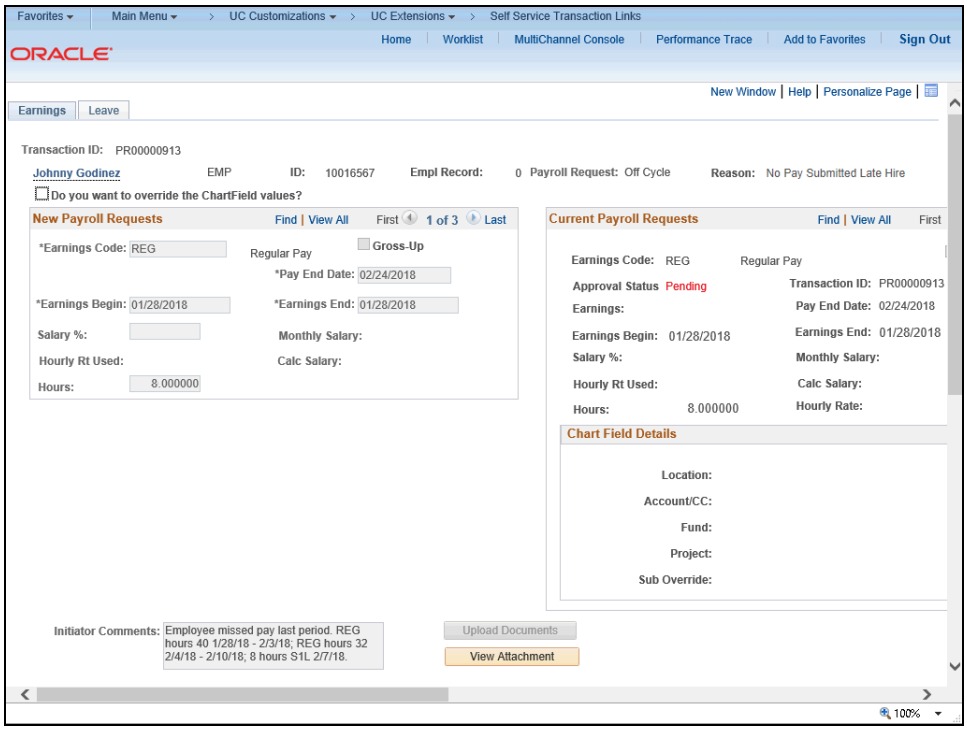
Step	Action
52.	Add notes, comments or summary to document the request. Click in the **Initiator Comments** field.
53.	Enter the desired information into the **Initiator Comments** field. For this example, enter **Employee missed pay last period.**.



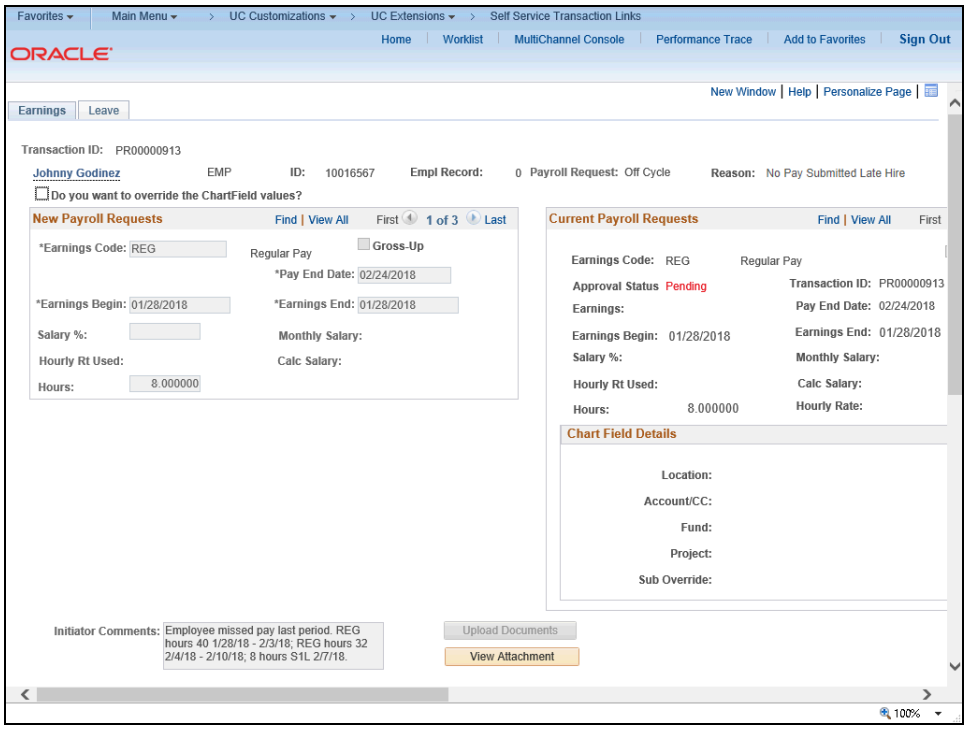
Step	Action
54.	In this example, additional information was automatically added to the comments to show the appropriate level of detail you should include.
55.	Click the scroll bar.



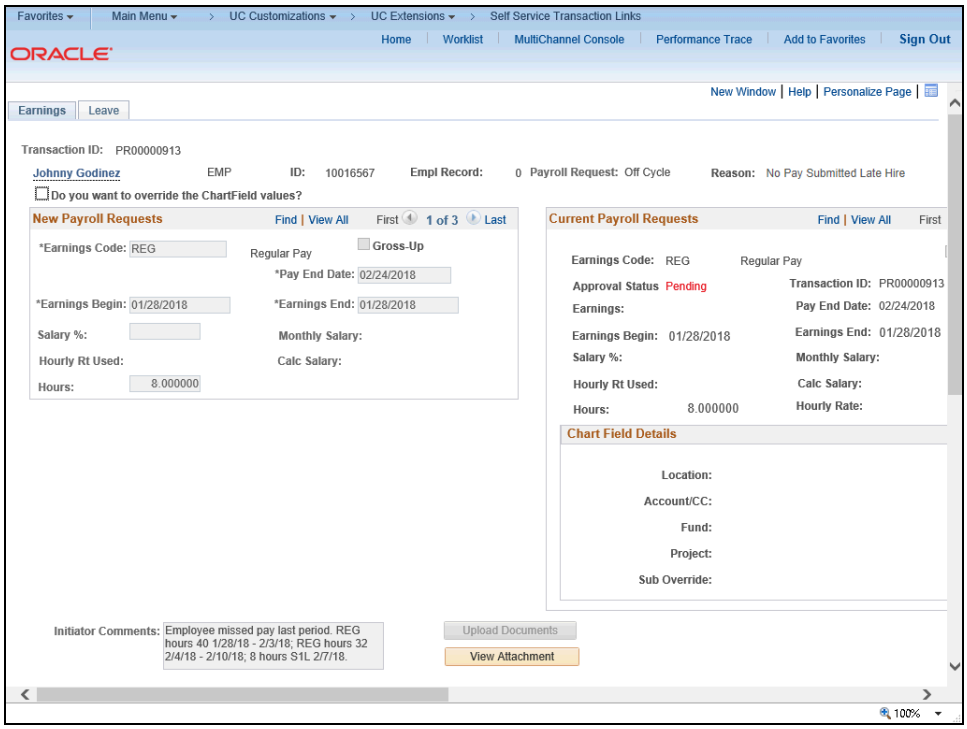
Step	Action
56.	Supporting documentation for this transaction can be uploaded to this request by using the **Upload Documents** button. During the approval process, the approver can click the **View Attachment** button to read the supporting information.
57.	To initiate the approval process, submit the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



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.**