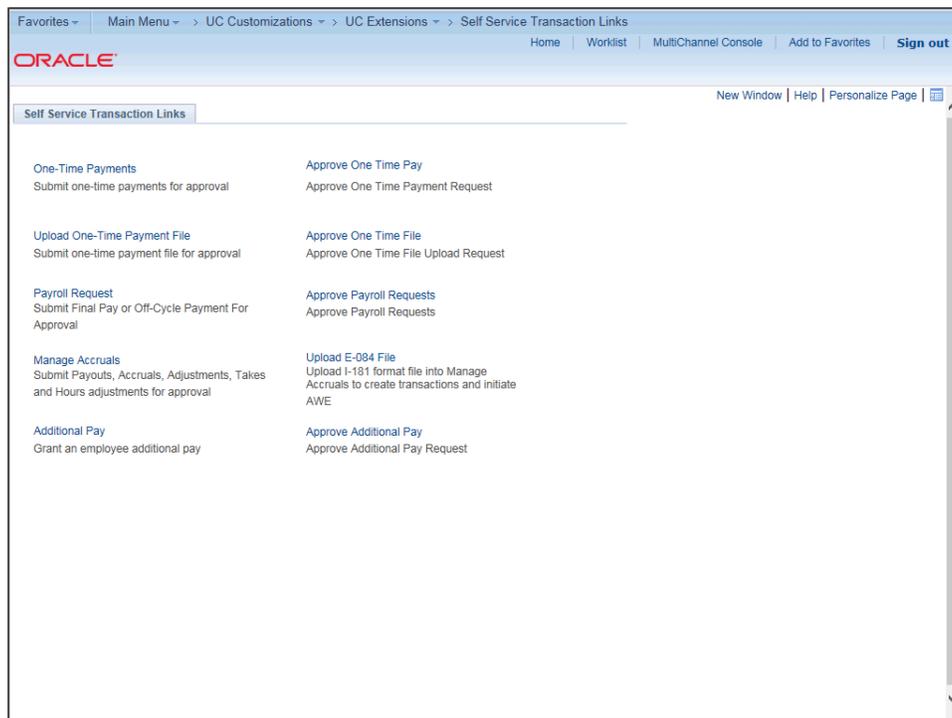


Use this task to submit a final pay request.

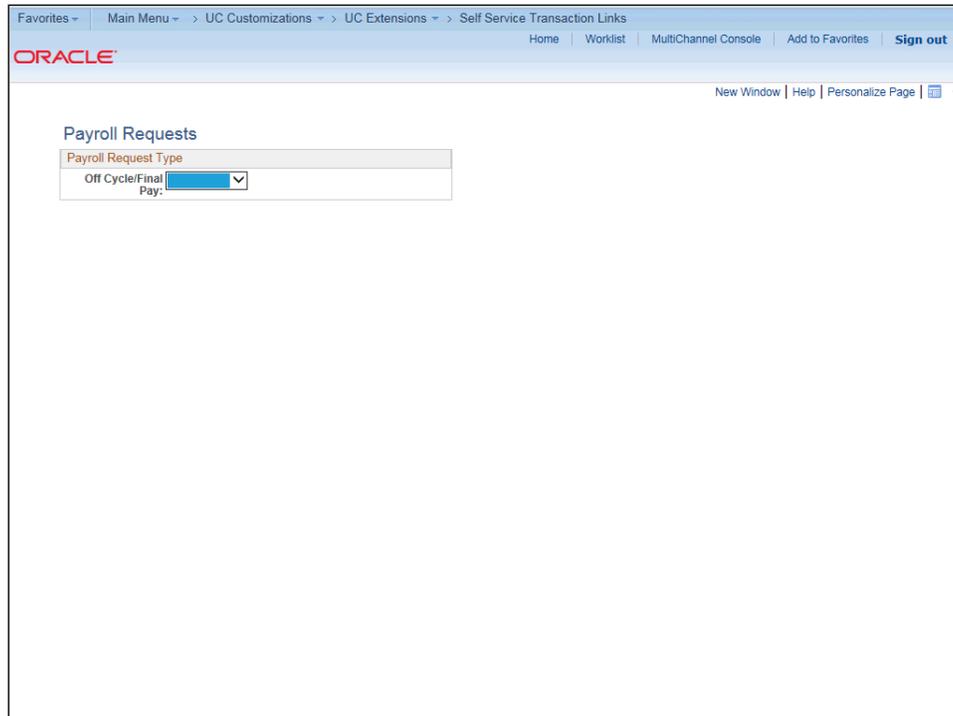
Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transactions Links**

Important Notes:

1. Input the hours worked or leave taken in the final pay page.
 - o Enter all hours worked and leave taken for both salaried and hourly employees
 - o For Salaried employees, do not include weekend or holiday hours. UCPath will do the payout calculations and will know if the employee's final pay includes holiday time based on their end date.
2. Add any 'additional comp' like severance pay.
3. If applicable, check the 'payout accruals' checkbox on the leave page.
 - o UCPC will calculate vacation accruals and pay them out



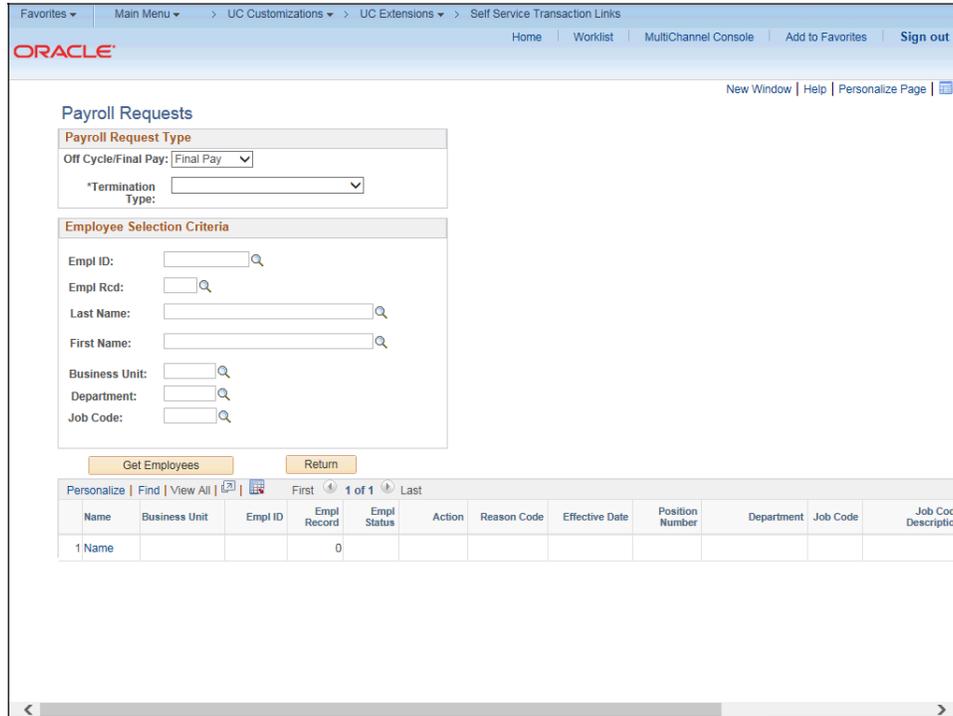
Step	Action
1.	Click the Payroll Request link. Payroll Request



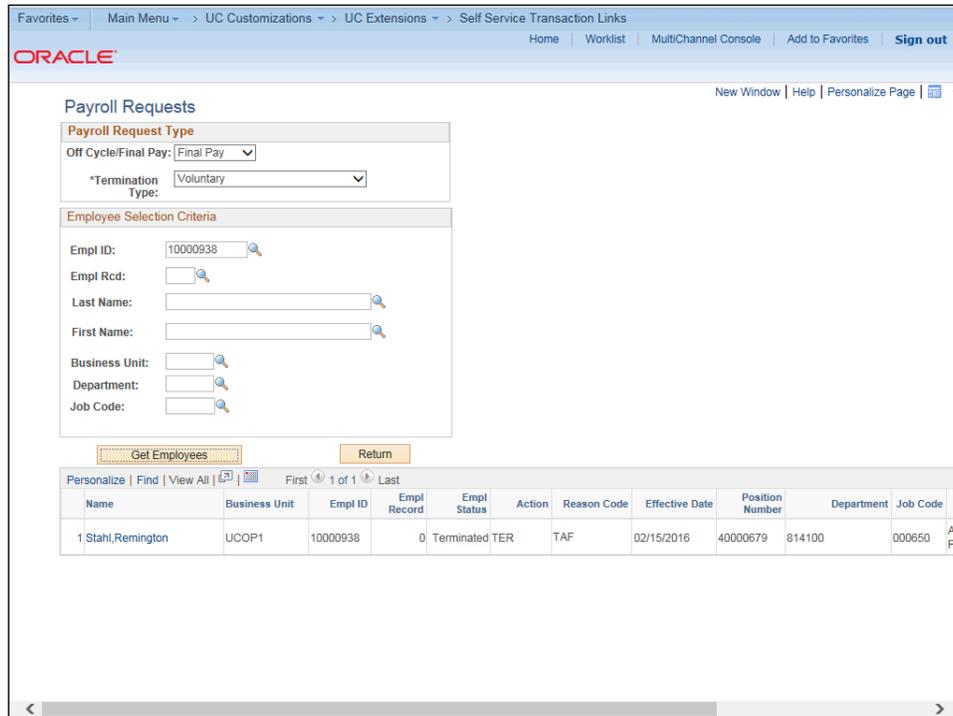
Step	Action
2.	Click the button to the right of the Off Cycle/Final Pay field. 
3.	Select the type of transaction you want to perform. For this example, click the Final Pay list item.

Last changed on: 1/25/18

Adapted from UCPath Training Materials



Step	Action
4.	Select the termination type in the Termination Type dropdown box. Click the button to the right of the Termination Type field.
5.	Select the appropriate termination type. Voluntary
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 10000938 .
8.	Click the Get Employees button. <input type="button" value="Get Employees"/>



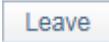
Step	Action
9.	<p>The system displays the search results at the bottom of the page.</p> <p>If no records match the search criteria, the search grid is blank. If multiple records match the search criteria, the system displays a list of employees who match that criteria.</p> <p>In this example, you entered 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. For Employees with multiple jobs, please be sure that you are terminating the correct job(s) if one or more jobs are to remain active.</p>
10.	The search results grid displays basic personal data and job data information about the employee(s).
11.	<p>To begin entering the request details, click the name link.</p> <p>Stahl, Remington</p>

Step	Action
12.	Use the Earnings tab to enter specific information about the final 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.	<p>If you selected the Involuntary Termination option, the system automatically selects the Off Cycle? Check box. You cannot modify this option on this page.</p> <p>When Voluntary Termination is selected, the system determines whether the employee is represented or non-represented based on the employee's union code and whether they have a covered or uncovered status.</p> <p>For instance:</p> <ul style="list-style-type: none"> - If the employee's Union Code is 99, the system does not select the Off Cycle? check box. - If the Union Code is not 99 and the Representation Code is Covered, then the request is processed off cycle. - If the Union Code is not 99 and the Representation Code is Uncovered, then the request is processed as on-cycle.
16.	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.

Step	Action
17.	<p>In the Earnings Code field, select the appropriate earnings code value from the list. Earnings codes in the list are based on the codes available for the employee's Pay Group.</p> <p>The list excludes any earnings mapped to absence codes (vacation, sick and so on).</p> <p>Click in the Earnings Code field.</p>
18.	<p>When you select the earnings code, the Earnings and Hours fields will appear or disappear based on the type of earnings.</p> <p>Enter the desired information into the Earnings Code field. For this example, enter REG.</p>

The screenshot shows the Oracle Self Service Transaction Links interface. The breadcrumb trail is: Favorites > Main Menu > UC Customizations > UC Extensions > Self Service Transaction Links. The user is logged in as Remington Stahl (EMP ID: 10000938). The page title is 'New Payroll Requests'. The form includes fields for 'Earnings Code' (set to 'REG'), 'Hours', 'Earnings Begin', and 'Earnings End'. There are also checkboxes for 'Regular Pay' and 'Gross-Up', and a 'Pay End Date' field set to 02/29/2016. A red arrow points from the 'New Payroll Requests' button to the 'Earnings Code' field. The 'Chart Field Details' section is visible on the right side of the page.

Step	Action
19.	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.
20.	<p>The Earnings Code REG is an hourly earnings type, so the Earnings field is hidden.</p> <p>Click in the Hours field. <input data-bbox="691 411 898 453" type="text"/></p> <div data-bbox="386 489 1382 888" style="border: 1px solid black; padding: 10px;"> <p>IMPORTANT:</p> <p>Even though this is not a required * field, you MUST enter hours worked for hourly and exempt employees.</p> <ul style="list-style-type: none"> • For exempt employees, do not include weekend or holiday hours. UCPath will do the payout calculations on the hours specified in this field and will know if the employee's final pay includes holiday time based on their end date. • For hourly employees with a variable work week, or if a holiday was worked qualifying them for a holiday pay rate, add an additional line by selecting the + to specify a different hourly earnings type </div>
21.	<p>In the Hours field, enter positive or negative hours to be added to the employee's paycheck.</p> <p>Enter the desired information into the Hours field. For this example, enter 40.</p>
22.	<p>For the Earnings Begin and Earnings End fields, enter the dates associated with the payment. Earnings Begin and End Date values should not be greater than Pay End Date.</p> <p>The dates should fall within either the FLSA Calendar for non-exempt employees (1 week) or the Pay Calendar for exempt employees (1 month).</p> <p>Click in the Earnings Begin field. <input data-bbox="792 1335 998 1377" type="text"/></p>
23.	Enter the desired information into the Earnings Begin field. For this example, enter 01/03/2016.
24.	For negative earnings, the Earnings Begin and Earnings End dates must be for the current calendar year. Dates outside the current calendar year cause an error.
25.	In the Earnings End field, enter the date the earnings ended. Click in the Earnings End field.
26.	Enter the desired information into the Earnings End field.

27.	<p>Click the Leave tab.</p> 
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28.	Use the Leave page to enter final pay leave information, if applicable.
29.	<p>In the Earnings Code field, enter the appropriate earnings code value. Only absence related codes appear in the list.</p> <p>For this example, do not enter an earnings code.</p>
30.	<p>In the Hours field, enter the number of positive or negative hours to report leave taken or accrual adjustments. Hours must be entered as per day amounts.</p> <p>For this example, do not enter hours.</p>
31.	<p>In the Earnings Begin field, enter the date for the first day of leave takes.</p> <p>For this example, do not enter a date.</p>
32.	<p>In the Earnings End field, takes are entered by day, so the end date must be the same date as the Earnings Begin date.</p> <p>If the takes span multiple days, add a new row for each day and enter the code, hours and begin/end date for each day.</p> <p>For this example, do not enter a date.</p>

Favorites > Main Menu > UC Customizations > UC Extensions > Self Service Transaction Links
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 ORACLE
 New Window | Help | Personalize Page |

Transaction ID: NEW
 Kolaos Aienza EMP ID: 10004554 Empl Record: 0 Off Cycle/Final Pay: Final Pay Off Cycle? Payout Accruals?

New Payroll Requests Find | View All First 1 of 1 Last
 *Earnings Code:
 Hours:
 Earnings Begin: Earnings End:

Current Payroll Requests Find | View All First 1 of 1 Last
 *Earnings Code:
 Approval Status: Transaction ID: NEW
 Hours:
 Earnings Begin: Earnings End:

Initiator Comment:

Step	Action
33.	Select the Payout Accruals? check box to have UCPC Payroll calculate and enter the employees final payout entitlements. For this example, do not select the check box.
34.	In the Initiator Comments field, enter additional information regarding this transaction. This information is specifically for the approver. For this example, do not enter comments.
35.	Click the Submit button. <input type="button" value="Submit"/>

Favorites ▾ | Main Menu ▾ > UC Customizations ▾ > UC Extensions ▾ > Self Service Transaction Links
 ORACLE Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Earnings | Leave

Transaction ID: 000000096
 Remington Stahl EMP ID: 10000938 Empl Record: 0 Off Cycle/Final Pay: Final Pay

Do you want to override the ChartField values?

New Payroll Requests Find | View All First 1 of 1 Last

*Earnings Code: REG Regular Pay Gross-Up
 *Pay End Date: 02/29/2016
 Hours: 40.000000
 *Earnings Begin: 01/03/2016 *Earnings End: 01/09/2016

Current Payroll Requests

Earnings Code: REG
 Approval Status: Pending
 Earnings:
 Hours: 40.000000
 Earnings Begin: 01/03/2016

Chart Field Details

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

Initiator Comments:

Requester ID: UC_UCOP_01 UCOP 01
 Requested: 04/19/16 2:36:10.000000PM

Step	Action
36.	After you submit the request for approval, the transaction status and details appear on the right side of the page.
37.	After you click Submit , if there are no errors, the system generates and displays a unique Transaction ID .
38.	<p>If you override the existing ChartField values in your request, the override values appear in the Chart Field Details section.</p> <p>In this example, ChartField values were not updated.</p>
39.	<p>You have submitted a final pay request.</p> <p>End of Procedure.</p>