

# Payroll: Off-Cycle & Final Pay

## Decision Points

1. UCB Initiator
2. UCB Approver(s)

## Data needed for transactions

| Off-Cycle Pay OR Final Pay     |   |
|--------------------------------|---|
| With Validation                | <ul style="list-style-type: none"><li>• Final Pay or Off Cycle</li><li>• Termination Reason, <i>if applicable</i></li><li>• Off-Cycle Reason, <i>if applicable</i></li><li>• Earning Code</li><li>• Earnings Begin Date, Earnings End Date, Pay End Date</li><li>• Upload Attachments</li></ul> |
| Freeform Entry (no validation) | <ul style="list-style-type: none"><li>• Earnings</li><li>• Hours</li><li>• Hourly Rate</li><li>• Leave Hours</li><li>• Gross-Up</li></ul>   |

For the Off-Cycle & Final Pay template, approvers see all of the fields that the initiator filled out, but can only edit the following fields:

- Earn Code (Earnings Tab only)
- Earnings Begin Date (Earnings Tab only)
- Earnings End Date (Earnings Tab only)

Have a question about UCPath? Email us at [ucpathberkeleyinfo@lists.berkeley.edu](mailto:ucpathberkeleyinfo@lists.berkeley.edu)

## Guiding Principles

### Sponsor Alignment

- Develop efficiency in end-to-end business process
- Use UCPath delivered functionality
- Minimize additional cost
- Eliminate double data entry

### Diverse Campus Stakeholders

- Involve both academics and staff (at multiple levels)
- Maintain a customer focus

### Disciplined Process

- Ensure implementation focus
- Use UCPath delivered templates and approval workflow
- Document decisions for clarity and commitment

### Openness to Change

- Maintain enterprise-wide perspective
- Be open to process and role changes
- Be transparent with communications