Off-Cycle Checks (PY.10)- Staff/Academic

Off-cycle check processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off-cycle transactions are usually made to correct prior payments, enter manual payments, or make early termination payments that cannot wait until the next scheduled payroll.
Off-Cycle Checks (PY.10) - Staff/Academic

Start

1x Employee Contacts to request off-cycle check

Off-cycle checks can be triggered by Administrative Errors (e.g., timesheet not submitted).

Start

3b Identify the need for off-cycle check

Email | ServiceNow

2b Remove & Submit off-cycle check request E-078 replacing Form 644D

Email | ServiceNow

Contact Center

Via web services

Central Office

Partner

Department/Org

Employee

Shared Services

UCPC/External

UCPath Center

Process off-cycle check request

E-078 | UCPath

Requested Action is processed in UCPath

Confirm Action

Receives Notification

 UCPath Center

For phase 1b the Dept & Partner remain as is today

Receives Notification

Receives Notification

Receives Notification
Key Assumptions:
1. Expectation of UCPath Center is that the information from the interfaces to time & attendance are correct. The location should be doing the validation.
2. Off-Cycle Check Processing will be considered on a critical need basis only to minimize administrative burden (subject to off-cycle check criteria). Exception processing will occur (e.g. faculty recruitment allowance).
3. Settlement case and Final Pay is not part of Off-cycle check

Questions
1. How the effective date works in peoplesoft for restrospective cases (Late Appointment approvals. Late hire). Is there a mechanism in peoplesoft to pay the difference (9 over 12 quarters - 9 months salary distributed over 12 months)
**Start / End**

Shows the start and end of a process.
The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

**Task/Activity**

Captures a specific task or activity.
Written starting with a verb (“Prepare Form”). A box should reflect a single role and tool to complete a specific output.

**Automatic Process**

Represents a process, task, or activity that is accomplished through a system or program. For example, “Upload Data (Nightly)”.

**Off-page reference**

Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., “A/2” indicates look for point A on page 2).

**One way connection**

Connection arrows show the direction that the process flows.

**Roles and Tools**

These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., “Manager”) and/or to clarify the functionality or tool that supports it, e.g. Workflow, PPS. These boxes are not required for each step.

**UCPath Central Process**

Color indicates processes performed by UCPath as defined on related Central FSPD Maps (cannot be revised on local map).

**On-page Reference**

On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

**Subprocess**

Indicates another process or set of processes formally defined elsewhere. For example, “Perform Background Check” as part of the Onboarding process.

**Decision**

Indicates divergent paths for process; typically phrased in Yes/No format. For example, “Approve Leave”.

**Or Connector**

Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

**Consultation/Collaboration**

Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

**Annotation**

Provides comments or clarification to a task, connector, or subprocess. Useful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed.

**UCPath Local Process**

Color indicates processes performed by Local Campus as defined on related Central FSPD Maps (cannot be revised on local map).