From: UCPath, University of California
Subject: UCPath Reminder: Final Pay Request Comments
Date: Tuesday, May 17, 2022 9:53:51 AM

UCPath Reminder: Final Pay Request Comments

To: General UCPath Communications distribution

Please use the new comments template (announced May 2, 2022) for submitting final pay requests. Copy and paste the bulleted text below into the “Initiator Comments” field of the final pay request and complete as appropriate. Use of this template will expedite final pay handling by eliminating unnecessary information while ensuring that necessary information is provided consistently.

- Last day on paid status:
- Termination Transaction ID:
- Auto Termination Date:
- ***New*** outstanding balances:
  - Deduction code:
  - Dollar amount: $
  - PR Transaction Number:
  - Overpayment - PR Transaction Number:

Refer to the new Termination and Final Pay job aid for terminology, examples, and guidance on processing this transaction in UCPath.

Resources:

- Job Aid: Review the Payroll Processing Schedule
- Payroll Processing Schedule
- Initiate Voluntary Termination Template Transaction
- Initiate Involuntary Termination Template Transaction
- Initiate Retirement Template Transaction
- Approve HR Template Transaction
- Job Aid: Template Transactions – Action Reason Codes and Descriptions
- Job Aid: Retirement Process for July 1 Retirement Date – COLA
- Job Aid: Voluntary Separation Program Process
- View Job Data

- Submit Final Pay Request
- Approve Final Pay Transaction
- Employee Lifecycle - Initiate, Approve and Process Termination Template Transaction

Thank you,

UCPath
(855) 982-7284
Monday - Friday from 8:00 a.m. - 5:00 p.m.
ucpath.universityofcalifornia.edu