From: UCPath, University of California
Subject: UCPath Notice: Final Pay Request (Comments Template)
Date: Friday, April 29, 2022 3:28:09 PM

UCPath_Vertical response 650x126 Email Header 2

UCPath Notice: Final Pay Request (Comments Template)

To: General UCPath Communications distribution

A new comments template has been created to help transactors include the information needed to process final pay requests. Previously, comments were free form and resulted in some delays in processing.

Starting on **May 2, 2022**, transactors will copy and paste the following template in the "Initiator Comments" box and complete all applicable fields when submitting a final pay request:

- 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 these transactions 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