

ONE-TIME PAY

The **ONE-TIME PAY PROCESS** is the method to add a flat dollar amount payment for staff and academic employees to be processed in a specific pay period. Transactional Units will have the opportunity to submit one-time payments for employees within their Accountability Structures. The process begins when a department initiator in a Transactional Unit submits a one-time payment transaction for an employee in UCPATH. The process ends when all Payroll processes have been completed for the applicable pay period and the employee receives the payment on their paycheck.

ROLES FOR ONE-TIME PAYMENT



TRANSACTIONAL UNIT

- Informed of the employee's one-time payment
- Primary point of contact for managers and unit level leadership
- Represent the needs of the individual business unit
- Initiates the one-time payment transaction in UCPATH
- Monitors Transaction Status and receives notifications from UCPATH
- Notified of errors via queries/error logs



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- UCPATH Approver for one-time payment transactions
- Reviews supporting documentation attached to Generic Request in ServiceLink
- Approves or denies onetime payment transactions submitted by Transactional Units



PAYROLL COORDINATION & ANALYSIS UNIT

- Receives payroll queries/error logs from UCPC
- Disseminates queries/error logs to Transactional Units (and SSCs as needed)



UCPATH CENTER

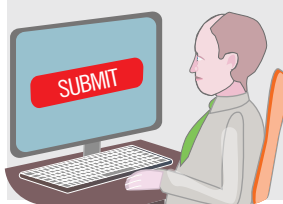
- Processes payroll for all locations on UCPATH system
- Sends payroll queries/error logs to location points-of-contact

ONE-TIME PAYMENT MAP

Roadmap presents the most common business case.



TRANSACTIONAL UNIT INITIATOR



The **Transactional Unit** Creates Generic Request in ServiceLink and uploads supporting documentation (i.e. approval). A ServiceLink ID should be created.

The **Transactional Unit** accesses the One-Time Pay link in Self Service Transaction Links in UCPATH (not through PayPath).

The **Transactional Unit** searches for employee information (within their accountability structure) and selects the appropriate Earn Code.



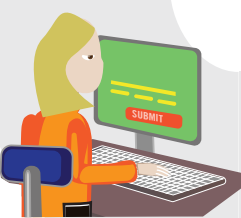
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The **Transactional Unit** Enters appropriate comments in Initiator Comments including corresponding ServiceLink request ID for supporting documentation

Transactional Unit will enter the Pay Period End Date, earnings begin date, and earnings end date for the transaction.

If FAU is not provided, they will continue. *Please note: Current Position-level funding will be used for this transaction.*

If the FAU is provided, they will click "Override Chartfield" checkbox and enter all required FAU elements.



The **SSC Approver** receives email notification from UCPATH to approve transaction.

The **SSC Approver** reviews transaction for accuracy and completeness and reviews supporting documentation via ServiceLink Generic Request and approves the request. The SSC Approver also completes the corresponding ServiceLink Generic Request with appropriate comments.



COMPLETE