Complete Termination and Final Pay in UCPath

Review the UCPath Transaction Demos | Terminations, Retirements, & Final Pay video
1. Complete the Voluntary, Involuntary, or Retirement Termination Template Transaction in UCPath
2. Review the UCPath Final Pay Payroll Request Job Aids for Exempt or Non-Exempt Employees
3. Complete the Final Pay Payroll Request in UCPath, if you determine that the employee has only one position which you have terminated and should be paid Off-Cycle
   a. If an employee has multiple active positions the Final Pay on your terminated position should process On-Cycle
   b. Processing Final Pay as Off-Cycle or On-Cycle is dependent on the employees who are eligible to receive their final pay prior to the next On-Cycle processing period based on union representation and contractual agreements
   c. If after selecting the Final Pay template the template doesn’t default to Off-Cycle then you can cancel out of the transaction without saving
      i. The Final Pay will be delivered with the next On-Cycle time and attendance files
   d. The Off-Cycle Final Pay transaction requires the following entries:
      i. Exempt employees, % of hours worked and list and type of exceptions for the month
      ii. Non-Exempt employees, hours worked and exception hours for each day for pay period
      iii. Confirm the Leave Accruals Checkbox is checked to pay out Leave Accruals

Adjustments in Ecotime for Final Pay Processed as Off-Cycle

1. Log in to Ecotime
2. Open Web Browser, enter Ecotime URL
3. If Single Sign On displays, enter Active Directory User Name and Password, click Login
4. If you plan on completing the Final Pay Payroll Request in UCPath for an Off-Cycle distribution, you should complete 1 of 2 actions in Ecotime to avoid an overpayment
   a. For Non-Exempt (BW) and Exempt (MO) employees,
      i. In the current unprocessed pay period, delete all hours worked and exceptions OR
   b. In Employee Setup/Employee Details, select Do Not Pay (see Step #5)
   c. Either of these actions should be completed before the close of the timekeeping period in order to avoid the hours/time being processed
   d. Do not process these hours on the UCPath e078 Final Pay Request template if the timekeeping period has closed as it will cause an overpayment
5. Select Employee Setup, select Employee Details

6. Enter Employee Name or ID and click Retrieve Data
7. The **Employee Master File Record** displays
8. In the middle column at bottom, select **Do Not Pay**

![Employee Master File Record](image)

9. In upper right-hand corner of page click **Save**

**Reminders**

- UCPATH logic determines if an employee is eligible for an **Off-Cycle Final payment**
- You cannot overwrite the check box in UCPATH for an **Off-Cycle Final Pay** check, so it is advised to have the employee accurately fill out all **hours worked** and accrual takes (**exceptions**) in Ecotime and let the final pay distribution process with the other **On-Cycle** checks
- Do not use the **Do Not Pay** option in Ecotime **Employee Details**, if the employee has other active positions