

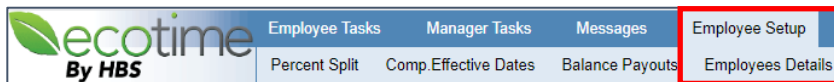
Complete Termination and Final Pay in UCPATH

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**

To search for Employees Details information please set criteria and click **Retrieve Data**

Employee Name Employee ID

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Supervisor/Timekeeper Termination and Final Pay



7. The **Employee Master File Record** displays
8. In the middle column at bottom, select **Do Not Pay**

Employee Master File Record	
Employee Number	000026903
Bargaining Unit	99
Sub Account	2
Hours Per Week	40
Salary Hourly	Hourly (H) ▾
Holiday Supplement Code	No Code Assigned
Timesheet Number	2
Approval Required	No ▾
Time Off Pay Code Profile	Default Profile (18)
Shift Rounding Profile	▾
Adjusted Hire Date	3/1/2016
Manager	RODRIGUEZ, PAUL S
Certification Profile Id	Non Exempt ▾
Do Not Pay	<input checked="" type="checkbox"/>

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