Job Aid: Instant Pay Payroll Request

This document provides information on how to submit Off-Cycle Payroll Requests for Instant Pay. Refer to the Submit Off-Cycle Pay Request simulation for more information on the Off-Cycle Payroll Request process.

Refer to the Submit Final Pay Request simulation for more information on how to submit emergency pay for a terminating employee.

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Request

1. Navigate to the Payroll Request page:

   Fluid Navigation:

   Workforce Administration Homepage > Payroll Tasks Tile > Payroll Transactions Folder > Self Service Transaction Links Page > Create Payroll Request

   Navigator Navigation:

   UC Customizations > UC Extensions > Self Service Transaction Links > Create Payroll Request

2. Define the type of payroll request in the Payroll Request Type section.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Request</td>
<td>Select Off Cycle from the drop down list.</td>
</tr>
<tr>
<td>Reason</td>
<td>Select Instant Pay - PAYCRD from the drop down list.</td>
</tr>
</tbody>
</table>
3. Select the employee.
   - Enter search values in the **Employee Selection Criteria** section.
   - Click the **Get Employees** button to display search results.
   - Click the employee **Name** to select the desired record.

4. Enter applicable earnings information in the **Earnings** tab section.
Field | Description
--- | ---
Earnings Code | Enter or select **REG** from the drop down list.
Earnings Begin | Enter or select the earnings beginning date from the calendar.
Earnings End | Enter or select the earnings end date from the calendar.
Salary % | For monthly (MO) employees, enter their salary percentage for the period. Do not enter **Hours**.
Hours | For bi-weekly (BW) employees, enter total hours worked for the period. Do not enter **Salary %**.
Initiator Comments | Enter any applicable text to clarify the request.

5. Enter applicable deduction information in the **Deduction** tab section.

![Image showing the Deduction tab section with details on benefit and general deductions taken, deduction code, rate/percent, and initiator comment.]

Submit | Return
Field | Description
---|---
Rate/Percent | Enter rate or percentage amount. This is usually the Instant Pay Card amount.

6. Click the Submit button to begin the approval process.

Approval Status

Once the pay request has been submitted, the Approval Status shows as Pending.