Overview

If an amount owed is determined during employee termination activities, final pay steps should be taken immediately.

This document reviews the steps for voluntary and involuntary terminations, and provides an overview on terminations and final pay.

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Submit a Smart HR Transaction to terminate the employees job(s)

⚠️ To prevent delays in processing Final Pay requests please ensure that the appropriate Termination template(s) have been submitted and locally approved. This step must be completed before proceeding to the final pay steps.

In the case of retirement or death, the UCPath Center will terminate the employee from all jobs. In the case of all other terminations, the UCPath Center will require a termination for each employment record.

There is no batch/mass processing for terminations.

Fluid Navigation:

Workforce Administration Homepage > HR Tasks Tile > Smart HR Templates Folder > Smart HR Transactions

Navigator Navigation:

Workforce Administration > Smart HR Template > Smart HR Transactions

1. Enter in or select the appropriate HR Template (UC_INVOL_TERM, UC_VOL_TERM, or UC_RETIREMENT) from the Select Template drop down menu.
2. Enter in or select the appropriate **Effective Date** of termination and then click the **Create Transaction** button.

3. Enter in or select the **Empl ID**, the appropriate **Employment Record Number** and **Reason Code** and then click the **Continue** button.
4. Update the **Last Day Worked** field as appropriate. If derived date is appropriate, do not change!

![Screen capture showing Smart HR Transactions with Last Day Worked field highlighted]

5. Enter specific details or an explanation as appropriate in the **Comments** field.

![Screen capture showing Job Information - United States with Comments field]

6. Click the **Save and Submit** button to initiate the approval process.

![Screen capture showing Save and Submit button and Supporting documents link]
Initiate the Final Pay Payroll request

Fluid Navigation:
Workforce Administration Homepage > Payroll Tasks Tile > Payroll Transactions Folder > Self Service Transaction Links

Navigator Navigation:
UC Customizations > UC Extensions > Self Service Transaction Links

1. Click on the Create link for Payroll Requests (E-078).

2. Select the Final Pay option from the Payroll Requests drop down; additional fields will display.

When initiating a payroll request to process final wages owed to an employee that is separating, select the Final Pay option.
3. Select the appropriate termination type from the Termination Type drop down menu.

4. Enter in or select the employee’s ID number into the EMPL ID field and then click on the Get Employees button.
5. Click on the employee's **Name** to select them for the request.

![Get Employees](image)

6. Click on the **Do you want to override the ChartField values?** check box to display the **ChartField Detail** section.

Update ChartField values **only** when directed per Location guidelines. This is needed when final pay is charged to a department different than the employee’s position funding.

![Transaction ID](image)

7. Review and complete the header fields.
   - **Last Day on Paid Status**
     View only field. Loaded from the **Last Date Worked** field in **Job Data**.

   - **Termination Transaction ID**
     Optional if either **Last Day on Paid Status** or **Expected Job End Date** are populated, and required if both are blank.

     When required, Location enters the **Termination Transaction ID** issued during processing.

   - **Expected Job End Date**
     View only field. Loaded from the **Job End Date** field in **Job Data**.
• **PR Transaction Number**
  Optional field. If a separate Payroll Request has been submitted for earnings, Location enters the **Payroll Request Transaction Number**.

• **Overpayment Transaction Number**
  Optional field. If an E078 Overpayment transaction has been submitted, Location enters its transaction number. Remember, employee consent is required before overpayments can be applied to final pay and TRM payments.

8. Complete the **New Payroll Requests** details.

• **Earnings Code**
  Enter in or select the earnings code associated with the employee’s final payment.

  When an amount-based earn code is entered, the **Salary %, Calc Salary, Monthly Salary** and **Hourly Rate** fields will not be displayed.

  Earnings code for additional pay, bonuses, and stipends should be in the **Earnings Code** field, as applicable.

  > For employees receiving **recurring additional pay**, end dates will need to be processed to avoid future over payments. This can happen in the event of a rehire action being taken on this employment record.

  Proceed with the calculation of amounts for proration as applicable.

  Examples:
  - One-time payments.
  - Flat Dollar amounts
  - Bonuses
  - Stipends
Additional pay does not default for payroll requests; Locations determine the amount and manually enter on the request.

- **Earnings**
  Enter flat dollar amounts owed to employee, such as for severance payments. Locations determine the severance owed.

  Locations determine and enter in settlement dollar amounts owed to the employee.

  Applicable additional pay, bonuses, and stipend amounts should be entered into the Earnings field.

- **Earnings Begin** and **Earnings End**
  These fields are always required when completing the payroll request.

  The dates should correlate to the time frame of the employee’s missing pay.

  For **Exempt – Monthly** employees, enter the begin and end dates representing the pay period that the employee is owed. This will be a date range.

  For **Hourly - Biweekly** employees the begin and end date per row will be the same date correlating to the hours worked each day. Entry of hours in the field should be by day.

- **Pay End Date**
  This field defaults to the end date of the current pay cycle (monthly or biweekly) based on the employee’s pay group.

  This field remains non-editable.

  A standard two-week period should have 10 rows identifying earnings for the standard workdays.
Final pay requests for terminal vacation entitlement balance payouts will be submitted via off-cycle requests for employees. For non-represented employees, entitlement balance payouts will be processed on their next scheduled on-cycle paycheck.

Upon submission of a final pay request for non-represented voluntarily separating employees, Locations must request vacation payouts and any takes not previously reported.

- **Salary %**

Enter the percent of compensation for Exempt - Monthly employees to allow the system to calculate the equivalent.

Monthly salary compensation rate will be displayed based on the earnings dates entered.

When a Salary % value is entered, the Hours field displays, but remains non-editable.

Based on the Salary % entered, the system will calculate the Salary, Hours and Hourly Rate used and display them.

Factors in Salary % calculation - determined by Location:

- Determine total working hours for the month.
- Determine total hours worked/owed to the employee.
- Divide total hours owed by total working hours.

**Formula:** Total hours owed / Total working hours = Salary %

**Example 1:**

Employee with 1.0 FTE worked the whole Month of February (100% Salary)

Total working hours for February: 160 * 1 = 160

Total hours worked by EE in February: 20 working days * 8 hours * 1 = 160

Salary % = 160/160 = 1 = 100%

**Example 2:**

Employee with 1.0 FTE worked the 1st to the 8th of February (30% Salary)

Total working hours for February: 160 * 1
Total hours worked by EE in February: 6 working days * 8 hours * 1 = 48
Salary % = 48/160 = 0.30 = 30%

Example 3:
Employee with 0.50 FTE worked the 1st to the 8th of February
Total working hours for February: 160
Standard Hours associated with Earnings Dates: 6 working days * 8 hours per day = 48 hours
Salary % = 48 Standard Hours /160 MO Working hours * 0.50 FTE = 15%
Formula: Standard Hours associated with Earnings Dates / Working hours for the Month * FTE = Salary %

Salary does not default for payroll requests; Locations determine the amount and enter on the request.
• **Hours**

For biweekly employees, enter the same **begin** and **end date** per row, correlating to the hours worked per day. Enter the number of hours in the **Hours** field, one day per row.

Enter hours for pay owed to biweekly employees.

9. Provide additional information related to the request in the **Initiator Comments** field for any necessary pay data not covered above.

Locations stipulate if severance payments need to be redirected. When needed, enter the address for redirection in the **Initiator Comments** field of the payroll request.

10. Upload supporting documents as appropriate by clicking on the **Upload Documents** button.

Examples of documents to include: Severance Pay, Pay in Lieu of Notice and Settlement Agreement amounts and timing.

11. Click the **Deduction** tab.
12. Complete the **New Payroll Requests** details.

- **Dedcd Override**
  Select the deduction code override checkbox.

- **Deduction Code**
  For any amounts paid for Employee Emergency Loans or Instant Pay Cards in prior pay periods, but not yet processed by UCPath, identify with a Deduction Code here.

  Code options are:
  
  **EEMGLN** for Employee Emergency Loans
  
  **PAYCRD** for Temporary Pay cards or Instant Pay Cards

- **Flat/Addl Amount**
  Enter a flat dollar amount for the **Deduction Code** selected.
13. Click the Leave tab.

14. Select the Payout Accruals? check box when employee has accruals to be paid out.

15. Complete the New Payroll Requests details.
   - Earnings Code
     Include any vacation hours used, including hours not previously reported. Enter the hours by day. Vacation takes factor into the calculation for the final TRM pay out.
• **Hours**

Enter leaves hours used, including hours not previously reported. Enter the hours by day. Include any **sick** hours used, including hours not previously reported. Enter the hours by day on the Leave. Reduces sick balance and affects service credit. Sick balances are not paid out.

**TRM** hours, for final vacation payout, are optional.

• **Earnings Begin** and **Earnings End**

For biweekly employees, enter the same **begin** and **end date** per row, correlating to the hours worked per day. Enter the number of hours in the **Hours** field, one day per row.

16. Click on **Submit** to initiate the approval process.
Additional Reference Resources

- 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