UCPath Instant Pay Card

University of California, Berkeley

Purpose:

The instant paycard is a pay option that is initiated as a result of an exceptional pay circumstance by Berkeley Regional Services after discussion with the applicable employee. This method provides same-day payment (if submitted by UCPath deadlines) via a temporary instant pay card to eligible employees (with signed consent) who are not paid on their regular payday and may experience financial hardship if they can't wait for off-cycle processing. Funds are available in the evening on the day of the request (subject to UCPath confirmation). This instant pay card is not for reoccurring pay (known as the personalized pay card).

Eligibility:

Non-represented employees with a valid social security number and complete position & accurate job (in UCPath system) are eligible to receive missed pay on an instant pay card if a same day payment is required and cannot be accommodated via an Off cycle check or regular pay cycle pay processing.

Deadlines:

- 10am deadline to send Central Payroll signed form for review
- 11:30 am deadline to submit signed form to UCPath
- 3:30 pm expected instant pay card pick time to be released by Central Payroll to employee

Roles and Responsibilities:

This process requires collaboration among the Berkeley Regional Services, Central Payroll, and the UCPath Service Center.

Who	What	When
All	• Employee missed pay discovered	Anytime
Campus Shared Service	• Determine cause of issue • Verify employee did not get paid	Upon notification
Campus Shared Service	• Discuss missed options with employee • Verifies employees eligibility for instant pay card and employee has a position and complete job • Completes instant pay card form (FR.122) with missed pay information • Provides employee information letter and instant pay card form to sign	Upon notification of missed pay
Employee	• Review information, FAQs, and fee schedule • Sign form (FR.120) and return scanned or hard copy to CSS	Upon receipt of CSS instructions
CSS	• Submits request and signed form via email to payhelp@berkeley.edu	Upon receipt of signed form from employee by 10am
Central Payroll	• Review form to ensure complete and accurate. Follow up as needed with CSS. • Assign Proxy ID on form (taken from pay card) • Submits UCPC Inquiry and complete packet	Upon receipt of signed form from Campus Shared Service

	• Provide confirmation to CSS that request has been processed	
UCPath Center	• Review request, verify employee SSN, non-represented employee and non-P.O. address and ensure employees job is complete. • Process Request received by 11:30am, load pay card and ensure ready for employee pick up by location by 3:30pm same day • Notify Employees when earning statements are available on UCPath online (ETA 2 days) • FAPC report confirming funds loaded to instant pay card will be sent to Central Payroll via email. • Update UCPath online inquiry • Send manual check stub to Central Payroll via UCOP Safe	11:30 am
Central Payroll	• Alert Employee and copy CSS that request has been processed. Notify Employees when earning statements are available on UCPath online (ETA 2 days) • Provide card and manual check stub to employee and have employee sign local Instant Pay card log containing Employee ID, Name, Amount, and ProxyID confirming pickup	By 3:30 pm
Employee	• Sign Instant pay card log confirming pick up • Activates Instant pay card per instructions	Upon pick up of instant pay card

Additional resources:

The following may be found at https://controller.berkeley.edu/payroll/paycheck-and-pay-dates/instant-pay-card

For Berkeley Regional Services

• Instant Pay Card Request Form

For Employee

• Employee Introduction Letter
• Instant Pay Card Request Form
• FAQS
• Fee Schedule
• Instructions: Privacy Notice, Cardholder agreement

For additional questions, please email payhelp@berkeley.edu