Job Aide – Accessing the Net Zero Pay Report in UCPath

In this Job Aid, we review how a department can determine if pay has been processed for their employees by running the Net Zero Pay Report in Cognos.

When to Use the Net Zero Pay Report

Use the Net Zero Pay Report to:

- Identify employees who will not get paid, after the payroll run, and prior to checks being issued
- Help determine when to take appropriate corrective actions (e.g., off-cycle check requests and instant pay cards).

Accessing the Net Zero Pay Report

Accessing the report is easy. Just complete the following steps:

1. Login into Campus Data Warehouse (CDW) → https://cdw.qdb.ucla.edu

2. Click on the ‘UCPath Reports’ tab

3. Click on ‘System Wide Report’

4. Click on the ‘Payroll’ tab

5. Look for the ‘Employee Pay Data Details’ report
The report can be run by any department and centralized units (e.g. Graduate Division, APO, CHR, Medical Center Payroll, etc.) For centralized units, the report can be run by Job Code across departments to focus on particular employee populations.

For general Cognos inquiries, please contact support@qdb.ucla.edu.