



December Monthly Payroll Schedule Changes

UCPath Center is preparing to update life insurance and disability benefit configurations for 2025, with variations for biweekly and monthly employees.

To streamline the process, UCPath Center is **adjusting the monthly payroll confirm cycle for January 2, 2025 paychecks**. This change would position the monthly cycle ahead of the biweekly one, preventing the need to implement, reverse, and re-implement the 2025 benefit configurations for monthly payroll.

Please be aware of the updated payroll schedule for **January 2, 2025**. Adjust your transactions to align with the revised dates to ensure a smooth transition to the 2025 benefit configurations.

Monthly Payroll	Original	New Date
Employee Data Change Deadline	December 17, 2024	December 16, 2024
Stop Processing Inbound Files	December 23, 2024	December 19, 2024
Location Correction Files	December 26, 2024	December 20, 2024
Pay Confirm	December 27, 2024	December 23, 2024
Resume Payroll Processing; RI Burst	December 30, 2024	December 26, 2024
GL Post Confirmation	January 2, 2025	December 27, 2024

Please note that the Biweekly Payroll Processing Schedule will not change. The changes above only apply to the **MONTHLY** Payroll Processing Schedule.

Refer to the [2024 UCPath Payroll Processing Schedule](#) for more information.



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