

2024

AP Payroll Processing Deadlines and UCPC Freeze Dates

Pay Date	Template Transactions		PayPath (Job Data Updates) * & One Time Pay (OTP) Transactions		Processing Freeze
	Academic Personnel Deadline <i>All population actions that route through AP</i> 10:00 a.m.	UCPath Center (UCPC) Deadline 3:00 p.m.	Academic Personnel Deadline <i>All academic non-student actions</i> 10:00 a.m.	UCPath Center (UCPC) Deadline 5:00 p.m.	No PayPath processing from UCPC PayPath Deadline at 5:00 p.m. through Pay Confirm at 6:00 a.m.
Tuesday, January 2, 2024	Thursday, December 14, 2023	Monday, December 18, 2023	Tuesday, December 19, 2023	Thursday, December 21, 2023	December 21-28, 2023
Thursday, February 1, 2024	Wednesday, January 17, 2024	Friday, January 19, 2024	Monday, January 22, 2024	Wednesday, January 24, 2024	January 24-29, 2024
Friday, March 1, 2024	Wednesday, February 14, 2024	Friday, February 16, 2024	Tuesday, February 20, 2024	Thursday, February 22, 2024	February 22-27, 2024
Monday, April 1, 2024	Friday, March 17, 2023	Tuesday, March 19, 2024	Wednesday, March 20, 2024	Friday, March 22, 2024	March 22-27, 2024
Wednesday, May 1, 2024	Tuesday, April 16, 2024	Thursday, April 18, 2024	Friday, April 19, 2024	Tuesday, April 23, 2024	April 23-26, 2024
Friday, May 31, 2024	Thursday, May 16, 2024	Monday, May 20, 2024	Monday, May 20, 2024	Wednesday, May 22, 2024	May 22-27, 2024
Monday, July 1, 2024	Thursday, June 13, 2024	Monday, June 17, 2024	Wednesday, June 19, 2024	Friday, June 21, 2024	June 21-27, 2024
Thursday, August 1, 2024	Wednesday, July 17, 2024	Friday, July 19, 2024	Monday, July 22, 2024	Wednesday, July 24, 2024	July 24-29, 2024
Friday, August 30, 2024	Thursday, August 15, 2024	Monday, August 19, 2024	Tuesday, August 20, 2024	Thursday, August 22, 2024	August 22-27, 2024
Tuesday, October 1, 2024	Monday, September 16, 2024	Wednesday, September 18, 2024	Thursday, September 19, 2024	Monday, September 23, 2024	September 23-26, 2024
Friday, November 1, 2024	Thursday, October 17, 2024	Monday, October 21, 2024	Tuesday, October 22, 2024	Thursday, October 24, 2024	October 24-29, 2024
Wednesday, November 27, 2024	Tuesday, November 12, 2024	Thursday, November 14, 2024	Friday, November 15, 2024	Tuesday, November 19, 2024	November 19-22, 2024
Thursday, January 2, 2025	Friday, December 13, 2024	Tuesday, December 17, 2024	Thursday, December 19, 2024	Monday, December 23, 2024	December 23-30, 2024

All **Academic Non-student** actions must be through the Post Audit process and received by the AP-Path team by the AP deadline to be included on the corresponding Pay Date.

All **Academic Student** actions must be finalized in UCPath by the UCPC deadline to be included on the corresponding Pay Date.

Note: Actions that require a Case with UCPC may not be fulfilled in time to issue pay by the Pay Date; departments may need to take additional action (missed or over pay) with BFS.

*Retroactive PayPath actions that trigger the Retro-module (e.g. pay Increase) must be finalized in the system by the UCPC PAYPATH/OTP deadline for the retro-module to pick up retroactive pay via the on-cycle process.