

Off- Cycle Processing Biweekly Schedule

January - March 2025\*

Pay Frequency (Monhtly/Bi-weekly)	Run Type		Pay Date (Direct deposits will post and checks will be mailed out on this date)	Pay Confirm Date	Information must be submitted to Production by 2 p.m.	Locations must include the PPE date listed below on the appropriate I-181 or I-618 files
UCS/LBNL Bi-Weekly	Off cycle		Friday, January 10, 2025	Wednesday, January 8, 2025	Monday, January 6, 2025	250104B2X(L)
UCS/LBNL Bi-Weekly	Off cycle		Thursday, January 16, 2025	Tuesday, January 14, 2025	Friday, January 10, 2025	250118B3X(L)
UCS/LBNL Bi-Weekly	Off cycle		Friday, January 17, 2025	Wednesday, January 15, 2025	Monday, January 13, 2025	250118B3X(L)
UCS/LBNL Bi-Weekly	Off cycle		Thursday, January 23, 2025	Tuesday, January 21, 2025	Friday, January 17, 2025	250118B3X(L)
UCS Bi-Weekly	Off cycle		Friday, January 24, 2025	Wednesday, January 22, 2025	Tuesday, January 21, 2025	250118B3X
UCS/LBNL Bi-Weekly	Off cycle		Thursday, January 30, 2025	Tuesday, January 28, 2025	Friday, January 24, 2025	250201B1X(L)
UCS/LBNL Bi-Weekly	Off cycle		Friday, January 31, 2025	Wednesday, January 29, 2025	Tuesday, January 28, 2025	250201B1X(L)
UCS/LBNL Bi-Weekly	Off cycle		Thursday, February 6, 2025	Tuesday, February 4, 2025	Friday, January 31, 2025	250201B1X(L)
UCS/LBNL Bi-Weekly	Off cycle		Friday, February 7, 2025	Wednesday, February 5, 2025	Monday, February 3, 2025	250201B1X(L)
UCS/LBNL Bi-Weekly	Off cycle		Thursday, February 13, 2025	Tuesday, February 11, 2025	Friday, February 7, 2025	250215B2X(L)
UCS/LBNL Bi-Weekly	Off cycle		Friday, February 14, 2025	Wednesday, February 12, 2025	Monday, February 10, 2025	250215B2X(L)
UCS/LBNL Bi-Weekly	Off cycle		Thursday, February 20, 2025	Tuesday, February 18, 2025	Friday, February 14, 2025	250215B2X(L)
UCS Bi-Weekly	Off cycle		Friday, February 21, 2025	Wednesday, February 19, 2025	Tuesday, February 18, 2025	250215B2X
UCS/LBNL Bi-Weekly	Off cycle		Thursday, February 27, 2025	Tuesday, February 25, 2025	Friday, February 21, 2025	250301B1X(L)
UCS/LBNL Bi-Weekly	Off cycle		Friday, February 28, 2025	Wednesday, February 26, 2025	Tuesday, February 25, 2025	250301B1X(L)
UCS/LBNL Bi-Weekly	Off cycle		Thursday, March 6, 2025	Tuesday, March 4, 2025	Friday, February 28, 2025	250301B1X(L)
UCS/LBNL Bi-Weekly	Off cycle		Friday, March 7, 2025	Wednesday, March 5, 2025	Monday, March 3, 2025	250301B1X(L)
UCS/LBNL Bi-Weekly	Off cycle		Thursday, March 13, 2025	Tuesday, March 11, 2025	Friday, March 7, 2025	250315B2X(L)
UCS/LBNL Bi-Weekly	Off cycle		Friday, March 14, 2025	Wednesday, March 12, 2025	Monday, March 10, 2025	250315B2X(L)
UCS/LBNL Bi-Weekly	Off cycle		Thursday, March 20, 2025	Tuesday, March 18, 2025	Friday, March 14, 2025	250315B2X(L)
UCS/LBNL Bi-Weekly	Off cycle		Friday, March 21, 2025	Wednesday, March 19, 2025	Monday, March 17, 2025	250315B2X(L)
UCS/LBNL Bi-Weekly	Off cycle		Thursday, March 27, 2025	Tuesday, March 25, 2025	Friday, March 21, 2025	250329B1X(L)

Observed Holidays (Off Cycle payrolls are not scheduled to run)	
Wednesday, January 1, 2025 Monday, January 20, 2025 Monday, February 17, 2025 Friday, March 28, 2025	New Year Holiday Martin Luther King, Jr. Day Presidents Day Cesar Chavez Day

Note About Off Cycle Schedules
*March dates for file submissions, pay confirms, and payment issue date are subject to change when the 1st quarter off cycle calendar dates become available.  Off Cycle file submission dates will vary during weeks when the on-cycle pay confirms are scheduled and during observed holidays.