

Off- Cycle Processing Monthly 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
LBNL/UCS Monthly	Off cycle		Thursday, January 9, 2025	Tuesday, January 7, 2025		Friday, January 3, 2025		250131M0X(L)
LBNL/UCS Monthly	Off cycle		Thursday, January 23, 2025	Tuesday, January 21, 2025		Friday, January 17, 2025		250131M0X(L)
LBNL/UCS Monthly	Off cycle		Thursday, February 6, 2025	Tuesday, February 4, 2025		Friday, January 31, 2025		250201M0X(L)
LBNL/UCS Monthly	Off cycle		Thursday, February 13, 2025	Tuesday, February 11, 2025		Friday, February 7, 2025		250201M0X(L)
LBNL/UCS Monthly	Off cycle		Thursday, February 20, 2025	Tuesday, February 18, 2025		Friday, February 14, 2025		250201M0X(L)
LBNL/UCS Monthly	Off cycle		Thursday, March 6, 2025	Tuesday, March 4, 2025		Friday, February 28, 2025		250301M0X(L)
LBNL/UCS Monthly	Off cycle		Thursday, March 13, 2025	Tuesday, March 11, 2025		Friday, March 7, 2025		250301M0X(L)
LBNL/UCS Monthly	Off cycle		Thursday, March 20, 2025	Tuesday, March 18, 2025		Friday, March 14, 2025		250301M0X(L)
UCS Monthly	Off cycle		Thursday, March 27, 2025	Tuesday, March 25, 2025		Friday, March 21, 2025		250301M0X

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.