Review the Payroll Processing Schedule

This Job Aid supports the information available in Location Support for Payroll

UCPath uses the Payroll Processing Schedule to manage the execution of the payroll process. The schedule is standard across all Locations on UCPath.

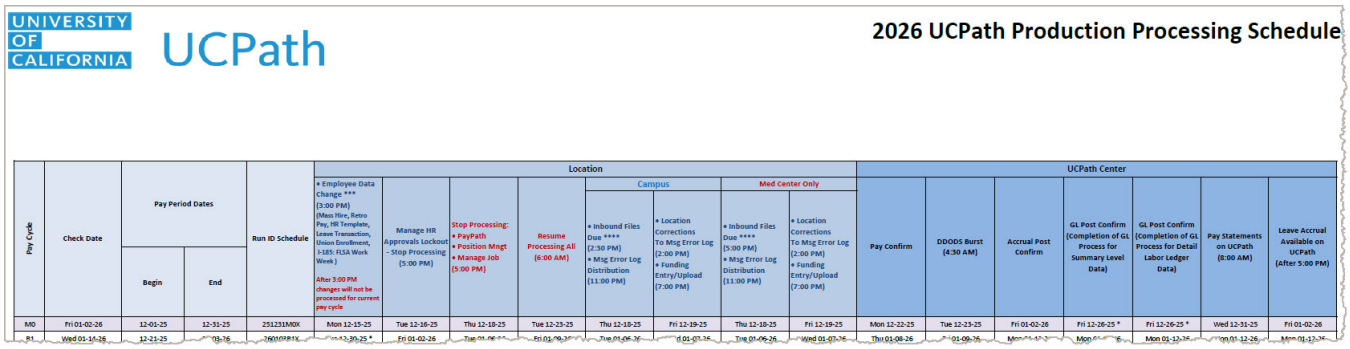
Locations use the schedule to plan and manage their deadlines and the deliverables that they are responsible for.

Adherence to the schedule helps reduce payroll processing times and helps UCPath meet their deliverables.

Navigation

UCPath > Transactor Hub > Benefit & Payroll Resources > Processing Calendars > **Payroll Processing Schedule YYYY**

The Payroll Processing Schedule



2026 UCPath Production Processing Schedule

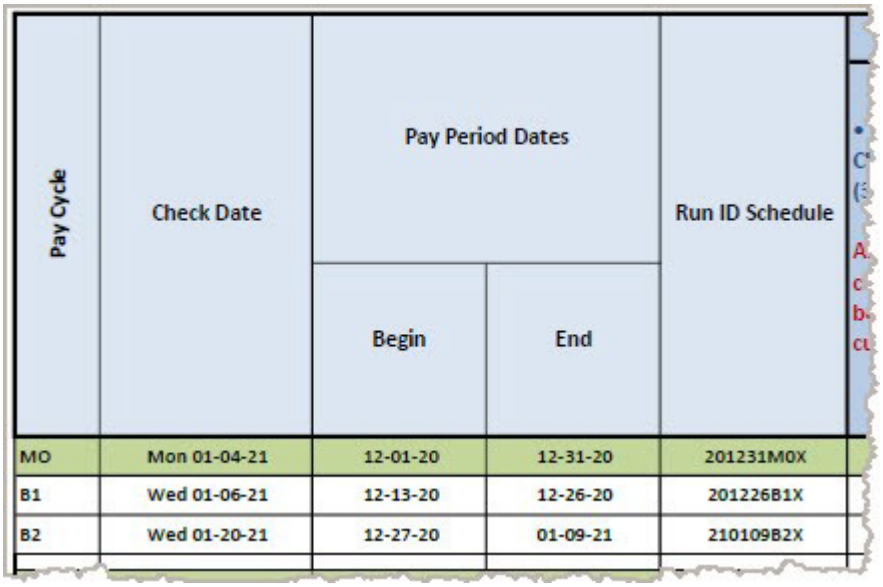
Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location								UCPath Center						
		Begin	End		• Employee Data Change *** (3:00 PM) (Mass Hire, Retro Pay, HR Template, Leave Transaction, Union Enrollment, I-185: FLSA Work Week) After 3:00 PM changes will not be processed for current pay cycle	Manage HR Approvals Lockout - Stop Processing (5:00 PM)	Stop Processing: • PayPath • Position Mngt • Manage Job (5:00 PM)	Resume Processing All (6:00 AM)	Campus: • Inbound Files Due **** (2:30 PM) • Msg Error Log Distribution (11:00 PM)	Campus: • Location Corrections To Msg Error Log (2:00 PM) • Funding Entry/Upload (7:00 PM)	Med Center Only: • Inbound Files Due **** (5:00 PM) • Msg Error Log Distribution (11:00 PM)	Med Center Only: • Location Corrections To Msg Error Log (2:00 PM) • Funding Entry/Upload (7:00 PM)	Pay Confirm	DDODS Burst (4:30 AM)	Accrual Post Confirm	GL Post Confirm (Completion of GL Process for Summary Level Data)	GL Post Confirm (Completion of GL Process for Detail Labor Ledger Data)	Pay Statements on UCPath (8:00 AM)	Leave Accrual Available on UCPath (After 5:00 PM)
M0	Fri 01-02-26	12-01-25	12-31-25	251231M0X	Mon 12-15-25	Tue 12-16-25	Thu 12-18-25	Tue 12-23-25	Thu 12-18-25	Fri 12-19-25	Thu 12-18-25	Fri 12-19-25	Mon 12-22-25	Tue 12-23-25	Fri 01-02-26	Fri 12-26-25 *	Fri 12-26-25 *	Wed 12-31-25	Fri 01-02-26
B1	Wed 01-14-26	12-21-25	[illegible]	[illegible]	[illegible]	Fri 01-02-26	[illegible]	[illegible]	[illegible]	[illegible]	Thu 01-08-26	Wed 01-07-26	Thu 01-08-26	[illegible]	Mon 01-12-26	[illegible]	Mon 01-12-26	[illegible]	Mon 01-12-26

The schedule displays the sequence of payroll production events, dates, times, deadlines and who is responsible.

> Updates can occur at any time. Always use the schedule currently posted to plan and manage deadlines and deliverables.

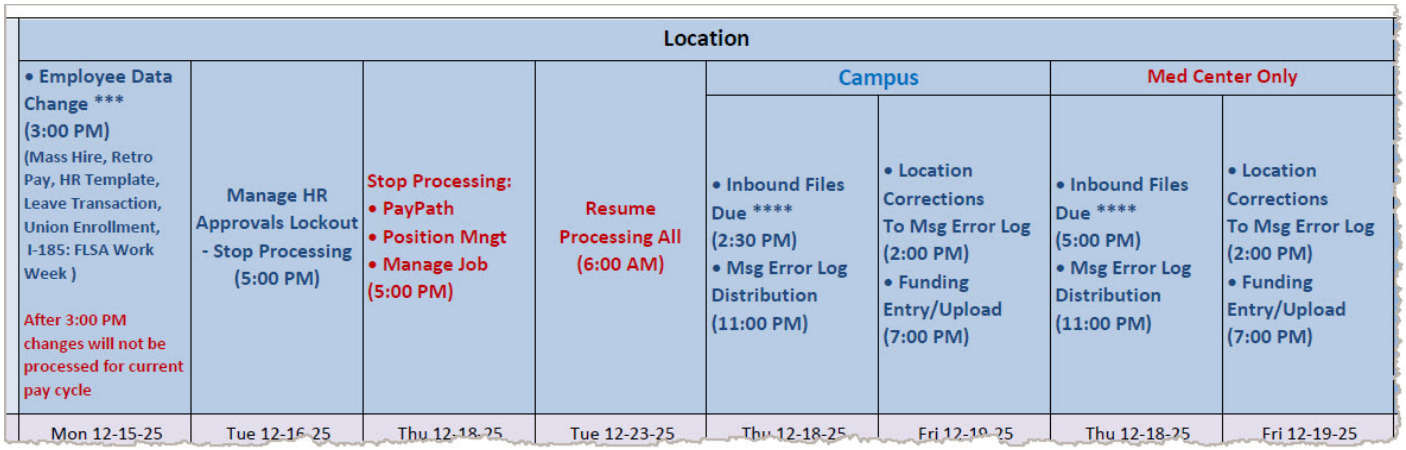
The following sections provide information on the columns and activities on the schedule.

Columns



Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule
		Begin	End	
MO	Mon 01-04-21	12-01-20	12-31-20	201231M0X
B1	Wed 01-06-21	12-13-20	12-26-20	201226B1X
B2	Wed 01-20-21	12-27-20	01-09-21	210109B2X

Schedule Column	Responsible Party	Description
Pay Cycle	UCPath	The pay frequency: **B1, B2, B3**: Payroll cycle for each corresponding biweekly payroll period; these employees receive earnings on a biweekly basis. **MO:** Payroll cycle for each corresponding monthly payroll period; these employees receive earnings once a month. **Y**: Mid-month off-cycle.
Check Date	UCPath	The date the employee would typically expect to receive earnings for the pay period.
Pay Period Dates Begin	UCPath	The first day of the pay period.
Pay Period Dates End	UCPath	The last day of the pay period.
Run ID Schedule	UCPath	The pre-defined, unique identifier is assigned to the specific pay cycle for the specified period. Naming convention is YYMMDD, Pay Cycle, and “X” for on-cycle.

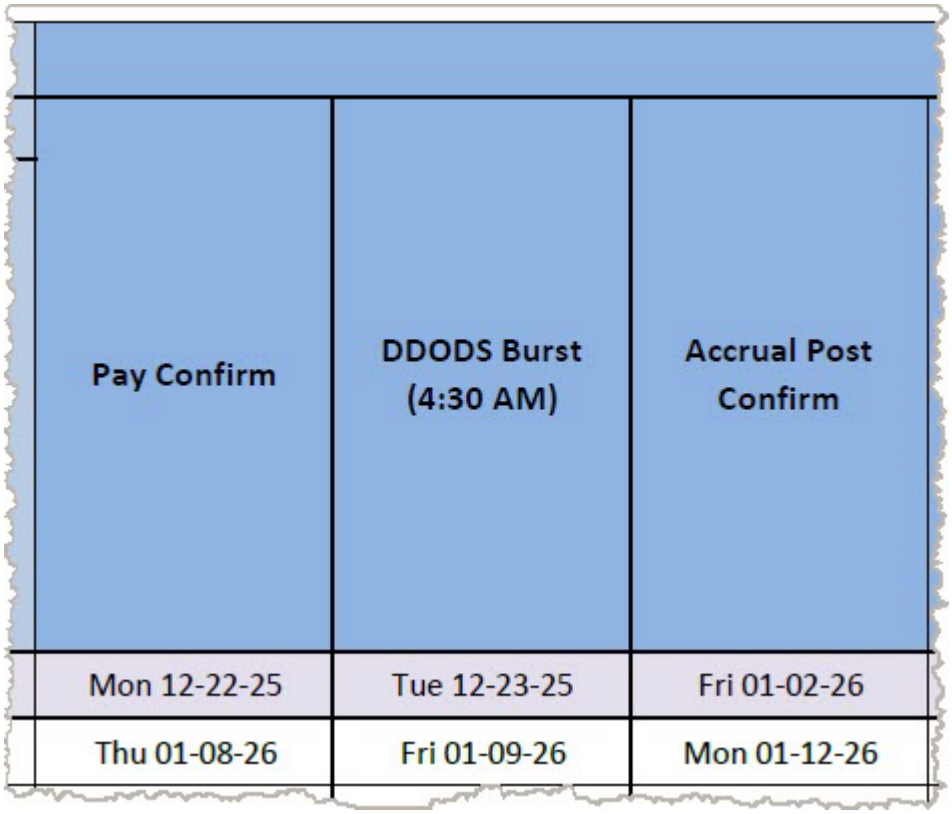


Location							
• Employee Data Change *** (3:00 PM) (Mass Hire, Retro Pay, HR Template, Leave Transaction, Union Enrollment, I-185: FLSA Work Week) After 3:00 PM changes will not be processed for current pay cycle	Manage HR Approvals Lockout - Stop Processing (5:00 PM)	Stop Processing: • PayPath • Position Mngt • Manage Job (5:00 PM)	Resume Processing All (6:00 AM)	Campus		Med Center Only	
				• Inbound Files Due **** (2:30 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM) • Funding Entry/Upload (7:00 PM)	• Inbound Files Due **** (5:00 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM) • Funding Entry/Upload (7:00 PM)
Mon 12-15-25	Tue 12-16-25	Thu 12-18-25	Tue 12-23-25	Thu 12-18-25	Fri 12-19-25	Thu 12-18-25	Fri 12-19-25

Schedule Column	Responsible Party	Description
Employee Data Change	Locations – All Campuses and Med Centers	Employee data changes that affect payroll must be **submitted and approved in UCPath by 3:00 PM**. This includes Recurring Additional Pay entered via PayPath and Self Service Transactions Links via the E-330 batch load process. Changes submitted after 3:00 PM will *not* be included in this pay run. Refer to the **Employee Data Change List** section below for changes affecting payroll. Non-pay impacting HR Template and Leave of Absence transactions can still be submitted. Pay-impacting transactions will not be processed until the date and time shown in the **Resume Processing** column and will instead be included in the next pay cycle.
Manage HR Approvals Lockout – Stop Processing (5:00 PM)	Locations – All Campuses and Med Centers	Manage Human Resources hire approvals must be **submitted and approved in UCPath by 5:00 PM.** Hires approved after 5:00 PM **will not** be included in this pay run. Locations can resume submitting approvals on the date and time shown in the **Resume Processing All** column.

Schedule Column	Responsible Party	Description
Stop Processing: **PayPath** **Position Mngt** **Manage Job**	Locations – All Campuses and Med Centers	PayPath and Position Management changes **are due by 5:00 PM** on the date listed. Mass PayPath includes both Monthly and Biweekly pay frequencies. Processing weeks with multiple pay frequencies will have an extended lock-out period. Please coordinate Mass PayPath updates by cross-referencing multiple pay cycles to avoid interruption. **PayPath**: Users will not be able to process any PayPath transactions (past, present, or future-dated) for employees in the pay cycle being processed until the Resume Processing date/time on the payroll processing schedule. This page will appear as read-only. **Mass PayPath**: Transactions can still be submitted but will not be approved and processed. Approvals will appear as read-only for all employees/transactions regardless of the pay cycle. **Position Management/Administration**: Updates should not be submitted during critical payroll processing, even though the system will not prevent them. Refer to the **Stop and Resume Processing Information** section below for detailed information. Locations can resume submitting job data changes through Position Management and PayPath on the date and time shown in the **Resume Processing All** column.
Resume Processing All	Locations – All Campuses and Med Centers	PayPath and Position Management transaction processing **can resume at 6:00 AM** on the date listed. Refer to the **Stop and Resume Processing Information** section below for more information.
Campus Inbound Files Due **Msg Error Log Distribution**	Locations – Campuses only (Med Centers see below)	Inbound files **are due by 2:30 PM** on the date listed. Refer to the **Inbound Files - Description** section below for a list of the files. Errors encountered during the loading of the inbound files are added to the Message Error Log and distributed by 11:00 PM on the date listed to specified receivers for resolution.

Schedule Column	Responsible Party	Description
Campus **Location Corrections To Msg Error Log** **Funding Entry / Upload**	Locations – Campuses only (Med Centers see below)	Corrections for transaction errors on the Message Error Log **are due from the Campuses by 2:00 PM** on the date listed. The E-703 Funding Upload is due on the date listed.
Med Center Only **Inbound Files Due** **Msg Error Log Distribution**	Locations –Med Centers only (Locations see above)	Inbound files **are due by 5:00 PM** on the date listed. Refer to the **Inbound Files - Description** section below for a list of the files. Errors encountered during the loading of the inbound files are added to the Message Error Log and distributed to specified receivers for resolution by 11:00 PM on the next day listed.
Med Center Only **Location Corrections** **To Msg Error Log** **Funding Entry / Upload**	Locations –Med Centers only (Locations see above.)	Corrections for the Message Error Log transactions **are due from the medical centers by 2:00 PM** on the date listed.



Pay Confirm	DDODS Burst (4:30 AM)	Accrual Post Confirm
Mon 12-22-25	Tue 12-23-25	Fri 01-02-26
Thu 01-08-26	Fri 01-09-26	Mon 01-12-26

Schedule Column	Responsible Party	Description
Pay Confirm	UCPath	The date that pay is finalized, outbound files, such as Fidelity, are created and reports are generated.
DDODS Burst	UCPath	DDODS burst of Post Confirm reports for Locations is completed by 4:30 AM on the date listed.
Accrual Post Confirm	UCPath	All accrual processing is completed and confirmed. Updated balances are available on the date listed on the Leave Accrual Available on UCPath column.

UCPath Center			
GL Post Confirm (Completion of GL Process for Summary Level Data)	GL Post Confirm (Completion of GL Process for Detail Labor Ledger Data)	Pay Statements on UCPath (8:00 AM)	Leave Accrual Available on UCPath (After 5:00 PM)
Fri 12-26-25 *	Fri 12-26-25 *	Wed 12-31-25	Fri 01-02-26
Mon 01-12-26	Mon 01-12-26	Mon 01-12-26	Mon 01-12-26

Scheule Column	Responsible Party	Description
GL Post Confirm (Completion of GL process for Summary Level Data)	UCPath	Includes absence and general ledger processing. The Summary Labor Ledger delivery date. Data is presented at a summarized level (per FAU).
GL Post Confirm (Completion of GL process for Detail Labor Ledger Data)	UCPath	Includes absence and general ledger processing. This is the Detailed Labor Ledger delivery date. Data is presented at a detailed level (per Employee/Job/FAU).
Pay Statements on UCPath	UCPath	Pay statements available in UCPath online for employees by 8:00 AM on the date listed.
Leave Accrual Available on UCPath	UCPath	Updated accruals and balances now show in UCPath Online for employee review. Availability is targeted for after 5:00 PM on the date listed.

Important Notes

Important Note:
• Direct Retro (aka Salary Cost Transfer) process runs as scheduled per GL Processing Calendar, which is posted on the UCPath Location Support page.
• Funding Entry/Upload due by 7:00 PM on the business day prior to pay confirm. (E-702, E-703)
• The Systemwide E- Ledger Retirement Benefit Assessments (OPEB, RPSA, UCRP, UPL) will be scheduled between 3rd and 5th business day of the month.

This section lists important changes affecting processing times, due dates or completion times.

Items listed are standard system activities; Locations might not receive reports or notifications if not applicable.

Carefully review this section as these may change from pay run to pay run.

Benefit Holidays

Benefit Holiday	
Run ID	**Check Date**
260718B3X	07-29-2026
261219B3X	12-30-2026

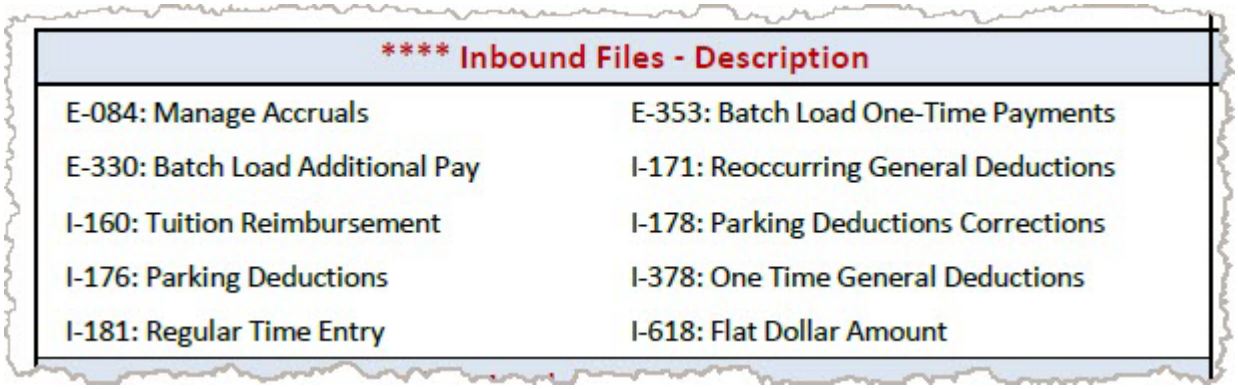
This section lists payroll runs that fall into the third pay period of a month.

These runs do not deduct flat dollar benefits from pay.

Observed Holidays

This section lists official company holidays. These may affect pay run dates, times and processing activities. When applicable, changes to the pay run are indicated using the icons listed in the **Adjustments Key** section above.

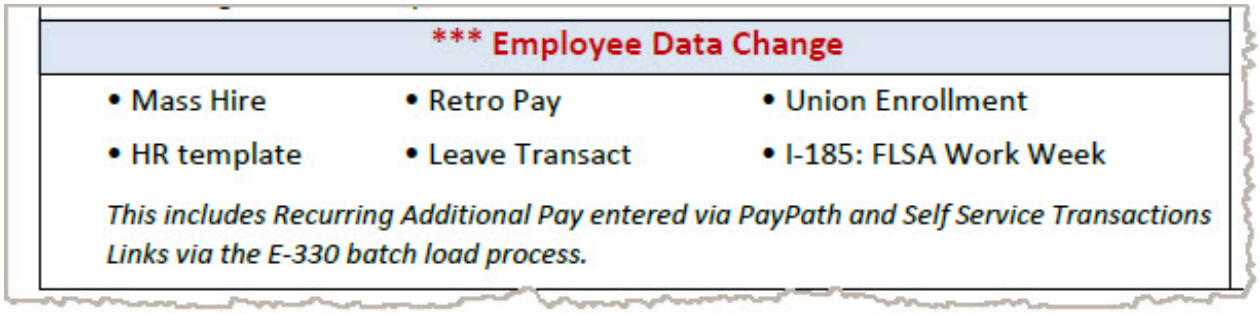
Inbound Files - Description



**** Inbound Files - Description	
E-084: Manage Accruals	E-353: Batch Load One-Time Payments
E-330: Batch Load Additional Pay	I-171: Reoccurring General Deductions
I-160: Tuition Reimbursement	I-178: Parking Deductions Corrections
I-176: Parking Deductions	I-378: One Time General Deductions
I-181: Regular Time Entry	I-618: Flat Dollar Amount

This section lists the inbound files used in payroll processing.

Employee Data Change List



*** Employee Data Change		
• Mass Hire	• Retro Pay	• Union Enrollment
• HR template	• Leave Transact	• I-185: FLSA Work Week

This includes Recurring Additional Pay entered via PayPath and Self Service Transactions Links via the E-330 batch load process.

This section lists activities or changes that have an effect on pay.

Stop and Resume Processing Information

Question	Answer
What does it mean to “Stop Processing”?	As of the date and time shown in the **Stop Processing PayPath & Position Mngt** column, Locations must not submit any **PayPath** changes for employees that are part of the pay cycle being processed. Mass PayPath transactions should not be submitted during this period as none of them can be approved. It is critical that Position Management/Administration transactions not be submitted as these will interfere with payroll processing. For all other changes, Locations may continue to send transactions. However, if transactions impact pay, they will **not** be included in this pay cycle, they will be included in the next pay cycle. Locations may **resume** submitting job data changes through Position Management and PayPath as of the date and time shown in the **Resume Processing All** column. **Mass PayPath** includes both Monthly and Biweekly pay frequencies. Processing weeks with multiple pay frequencies will have an extended lock out period. Please coordinate **Mass PayPath** updates by cross-referencing multiple pay cycles to avoid interruption.
What transactions **cannot** be entered or submitted by Locations between the **Stop Processing** and **Resume Processing** dates and times?	**Position Management/Administration updates**, One-Time Payments and Additional Pay transactions should not be submitted during critical payroll processing even though the system will not prevent them. **PayPath transactions for employees that are part of the pay cycle** being processed cannot be entered during this period; the system will block these and pages will be displayed as read-only. This includes changes to position number, employee relations code, “reports to” information and pay rates. **Mass PayPath transactions can still be submitted**, but approvals will appear as read-only for all employees/transactions regardless of pay cycle. **Note**: A pop-up message will appear when **PayPath** and **Mass PayPath** pages are read-only.

Question	Answer
What transactions **can** Locations continue between the Stop and Resume dates and times?	**Any past, present or future dated PayPath transactions for employees that are not part of the pay cycle being processed can be submitted.** For example, if the current pay period corresponds to Biweekly employees, monthly transactions can still be entered. PayPath transaction pages will be available as read-only for any employee being processed in the current pay cycle. A pop-up message displays, stating that the page for this user is read-only. **Mass PayPath transactions can be submitted at any time but will not be approved or processed**. The Mass PayPath Approval page will be available as read-only during the pay cycle run. A pop-up message will display, stating that the page is currently read-only. **Hire and rehire transactions can continue**. Retroactive hire transactions can also be submitted, but UCPath will not process those until after payroll processing has completed. **Non-PayPath transactions.** For example, HR templates, position control requests and extended absence requests. **Reminder:** E-702 Funding Entry Page is due by 7 pm the day prior to the Pay Confirm date. E-703 Funding Upload is due End of Day (EOD) the day prior to the Pay Confirm date.
What happens if job data changes are submitted between the Stop and Resume dates and times?	These can cause errors and delay the completion of the payroll process. In these cases, the payroll process will be stopped so that UCPath can pull those transactions out; a restart will then be required. The UCPath Liaison of the Location that submitted the change will notify them of the interruption and help identify process changes or actions needed to avoid future disruptions.
Can the system block transactions during the Stop period?	Yes, the system will automatically block these: **PayPath transactions** for employees that are part of the pay cycle being processed. **Mass PayPath transactions**, including approvals. Transactions can be submitted but will not be approved. **Manage Human Resources** hire approvals. **Note**: Position Management/Administration updates should not be submitted during critical payroll processing even though the system will not prevent them.

Question	Answer
What should Locations do if there's an escalated issue on a transaction or change that needs to be included in the current pay period run?	Transactions that require **immediate** attention should be escalated through your local process. Non-urgent issues will be addressed after payroll processing is completed.
How are E-010 errors corrected during the Stop period?	Errors are corrected via the inbound correction file, which must be submitted by the deadline shown on the Payroll Processing Schedule. If corrections are not submitted by the deadline, they can be submitted after the Resume Processing time and date, but they will not apply to the current pay cycle. Transactors may request off-cycle payments for applicable pay.
If UCPath completes payroll processing early, will the Locations get a message letting them know they can resume transactions?	Yes, UCPath communicates to Locations via email when payroll processing has completed earlier than listed on the processing schedule. Locations can then resume normal transacting. In addition, once payroll processing has been completed, PayPath and Mass PayPath pages will no longer be read-only and users can begin normal transacting again.