

Early UCPath Deadlines for November & December Payroll

Deadlines for pay impacting transactions (Hires/Terminations/Retro Adjustments/LOA:

Pay Date	AggieService Cases due to AP	Transaction Deadline	Pay Confirm
11/27/2024	11/7/2024	11/14/2024	11/21/2024
1/2/2025	12/9/2024	12/16/2024	12/23/2024

Reminders:

1. Graduate Student appointments (GSR/TA/Reader) will auto-terminate. Please submit a Job Changes request for appointment extensions.
2. Recruitment approvals, if applicable, must be in place prior to submitting the AggieService case.
3. All AggieService cases must be complete with the required documentation for the case type.
4. Faculty onboarding cases for a “Pre-Hire” should only be requested if the appointment decision will not be available in advance of the effective date. Contact your AP Generalist Analyst for assistance.
5. Postdoc cases must include the PDF of the Grad Studies AS case approval, workforce management approval, and the signed appointment/reappointment letter.
6. Jr. Specialist cases for appointment/reappointment must be submitted when the MIV dossier has been submitted for approval. Workforce management approval is required.
7. Background check/Tracker requests should be emailed to HS-SOMAPTeam@health.ucdavis.edu with cc to your AP

Early I-181 Deadlines for November & December Payroll

Deadlines for I-181 timesheet submission for biweekly and monthly paid employees. All timesheets due by COB on dates listed below:

Pay Date	PPE	Pay Cycle	Timesheets due to AP
11/27/2024	11/30/2024	Monthly	Friday, 11/15/2024
12/4/2024	11/23/2024	Biweekly	Thursday, 11/21/2024
12/18/2024	12/7/2024	Biweekly	Friday, 12/6/2024
1/2/2025	12/31/2024	Monthly	Tuesday, 12/17/2024
1/2/2025	12/21/2024	Biweekly	Wednesday, 12/18/2024

Please cc adweaver@health.ucdavis.edu on all I-181 timesheet emails.

Late timesheets will be processed via off-cycle pay requests. Please submit late timesheets through AggieService.

2025 FLSA Overtime Changes

Effective January 1, 2025, the minimum salary threshold for overtime-exempt employees will increase to \$1,128 per week (equivalent to \$58,656 per year for a full-year employee). This change applies to non-teaching and non-medical academic appointees, including Postdoctoral Scholars, Junior Specialists, Specialists, Project Scientists, and Professional Researchers.

For appointees determined to be non-exempt as of January 1, 2025:

1. They must be appointed in the appropriate non-exempt version of their title (and associated non-exempt salary scale) no later than January 1, 2025.
2. New appointment letters (consistent with APM-137) must be issued and include the appropriate hourly rate of pay. Templates will be provided.
3. Their current monthly salaried appointments must be ended effective no later than December 31, 2024.

Your AP analyst will contact you this month with your department's roster of affected employees.

Resources are available on VPAA's website: [Academic Affairs - Department of Labor's Changes to the Fair Labor Standards Act Overtime Rules](#)