### 2014-2015 University Payroll Calendar

#### University Holiday Schedule 2014-2015

- **Independence Day** – 07/04/14
  - Washington’s Birthday observed – 12/26/14
- **Labor Day** – 09/01/14
  - Columbus Day observed – 10/13/14
- **Veterans’ Day** – 11/11/14
  - Campus Closed – 12/31/14 (NOT A COVERED HOLIDAY)
- **Thanksgiving Day** – 11/27/14
  - New Year’s Day – 01/01/15
- **Admission Day observed** – 11/26/14
  - Martin Luther King, Jr. Day – 01/19/15
- **Christmas Day** – 12/25/14
  - Cesar Chavez Day – 03/31/15
- **Lincoln’s Birthday observed** – 12/26/14
  - Memorial Day – 05/25/15

### Time and Labor & Absence Management

- **End Work Study Time Entry Deadline**
- **Payroll Cutoff** – Last day for Payroll Administration to process unpaid leave time, NDI/IDL, separations, and all other payroll irregularities. Information reported after this date may require re-issuance of master warrants. All Docks must be keyed and approved in Absence Management by 12:00 noon.

### Fiscal Year-End Closing Deadline

- All payroll related transactions for fiscal year 2014-2015 that are not in system must be submitted to Payroll Administration by 5:00 p.m.

### Payroll Periods

#### Pay Periods for Faculty and Staff

- **Pay Period 07/01 – 07/30 (22 days)**
- **Pay Period 08/01 – 08/31 (22 days)**
- **Pay Period 09/01 – 09/30 (22 days)**
- **Pay Period 10/01 – 10/31 (22 days)**
- **Pay Period 11/01 – 11/30 (22 days)**
- **Pay Period 12/01 – 12/31 (22 days)**

#### Pay Periods for Payroll Administration

- **Pay warrants distributed to department designees by University Cash Services.**

#### Pay Periods for Payroll Authorization

- **Initial Run** – Initial Run – Payroll data captured and available for review and certification.
- **Final Run** – Final payroll data captured and available for review and certification.
- **Last day to certify MPC and submit exceptions to Payroll Administration.**

#### Pay Periods for Payroll Approval

- **Monthly Leave Balances** – Monthly leave accruals and balances are updated in the system.
- **Monthly Approval Deadline** – Last day to approve time and attendance. Approver to review and resolve all exceptions by close of business.

#### Pay Periods for Payroll Approval

- **Pay Period 01/01 – 01/29 (21 days)**
- **Pay Period 01/30 – 02/28 (21 days)**

#### Pay Periods for Payroll Approval

- **Pay Period 03/01 – 03/31 (22 days)**
- **Pay Period 04/01 – 04/30 (22 days)**
- **Pay Period 05/01 – 05/31 (21 days)**
- **Pay Period 06/01 – 06/30 (22 days)**

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