# 2017-2018 University Payroll Calendar

**Time and Labor & Absence Management**

- **Academic Day** – 84 academic days (Fall); 85 academic days (Spring).
- **Campus Closed** – All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below).
- **Payday for Faculty, Staff, and 2463 Additional Pay** – Pay warrants distributed to department designees by University Cash Services after 12:00 noon.
- **Payday for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and all other State Additional Pay** (Job Code(s): 4650, 2356, 2322, 2323, & 2363) – Pay warrants distributed to department designees by University Cash Services.
- **Direct Deposit for Faculty & Staff** – Regular monthly pay post by financial institutions for those employees enrolled in the Direct Deposit Program.
- **Direct Deposit Posted for Faculty & Staff**.
- **Pay for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and all other payroll irregularities. Information reported after this date may require re-certification 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 that are not in the system must be submitted to Payroll Administration by 5:00 p.m.

## Holiday Schedule

**Independence Day** – 07/04/17

**Labor Day** – 09/04/17

**Veterans’ Day Observed – 11/11/17**

**Columbus Day Observed – 10/8/17**

**Thanksgiving Day** – 11/22/17

**Martin Luther King, Jr. Day** – 01/15/18

**New Year’s Day** – 01/01/18

**Memorial Day** – 05/28/18

**Cesar Chavez Day Observed – 03/30/18**

**Memorial Day** – 05/29/18

**Lincoln’s Birthday Observed – 12/29/17**

**Christmas Day** – 12/25/17

**Christmas Day Observed** – 12/26/17

**César Chávez Day** – 03/31/18

**Martin Luther King, Jr. Day** – 01/15/18

**Thanksgiving Day** – 11/22/17

**Independence Day** – 07/04/17

One Personal Holiday to be used by December 21st as requested and approved.

*12/29/17: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.