

CALIFORNIA STATE UNIVERSITY NORTHRIDGE

2022-2023 University Payroll Calendar

- Academic Day 84 academic days (Fall); 88 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 2403 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 Codes: 4660, 2356, 2322, 2323, & 2363) - Pay warrants distributed to department designees by University Cash Services.
- Direct Deposit Posted for Faculty & Staff Regular monthly pay posted by financial institutions for those employees enrolled in the Direct Deposit Program.
- Additional Pay Approvals due (Job Code(s): 4660, 2322, & 2356, 2323, & 2363)
- Additional Pay Approvals due (Job Code(s): 2403)

Master Payroll Certification (MPC)

- 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
- 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 reissuance 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.

Time and Labor & Absence Management

- Monthly Time Entry Deadline Last day to enter time and attendance. Timekeepers to review and resolve all exceptions by close of business.
 - Monthly Approval Deadline Last day to approve time and attendance. Approvers to review and resolve all exceptions by close of business. Late approvals may result in inaccurate balances and/or a delay in pay.
- Monthly Leave Balances Monthly leave accruals and balances are updated in the system.
- Year-End Work Study Time Entry Deadline (May 15th 12:00 noon) Deadline to enter Work Study time and review all exceptions.
 - NOTE: The last date Work Study hours can be reported is May 15, 2023.
- Year-End Work Study Approval Deadline (May 16th 12:00 noon) Deadline to approve Work Study time.

University Holiday Schedule

Independence Day – 07/04/22	Washington's Birthday (observed) – 12/28/22
Labor Day – 09/05/22	Indigenous Peoples' Day (observed) – 12/29/22
Veterans' Day – 11/11/22	■ Campus Closed – 12/30/22* (NOT A COVERED HOLIDAY)
Thanksgiving Day – 11/24/22	New Year's Day (observed) – 01/02/23
Admission Day (observed) – 11/25/22	Martin Luther King, Jr. Day – 01/16/23
Christmas Day (observed) – 12/26/22	César Chávez Day – 03/31/23
Lincoln's Birthday (observed) – 12/27/22	Memorial Day – 05/29/23

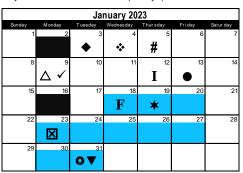
One Personal Holiday to be used by December 31st, as requested and approved. *12/30/22: Warrants distributed in University Cash Services from 12:00 noon - 2:00 p.m. due to holiday closure.

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Pay Period 07/01/22 - 08/01/22 (22 days)

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Pay Period 10/01/22 - 10/31/22 (21 days)



Pay Period 01/01/23 - 01/31/23 (22 days)

April 2023						
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Pay Period 04/01/23 - 05/01/23 (21 days)



Pay Period 08/02/22 - 08/31/22 (22 days)



Pay Period 11/01/22 - 11/30/22 (22 days)



Pay Period 02/01/23 - 03/01/23 (21 days)

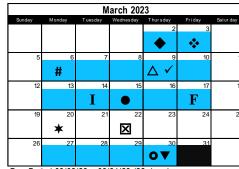


Pay Period 05/02/23 - 05/31/23 (22 days)

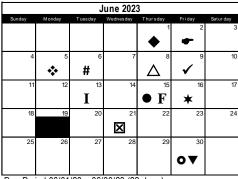




Pay Period 12/01/22 - 12/31/22 (22 days)



Pay Period 03/02/23 - 03/31/23 (22 days)



Pay Period 06/01/23 - 06/30/23 (22 days)