



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 <i>University Holiday Schedule</i> 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)
I	Master Payroll Certification (MPC) Initial Run – Payroll data captured and available for review and certification.
F	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 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 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.

July 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1					

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

October 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

January 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

April 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1					

Pay Period 04/01/23 – 05/01/23 (21 days)

August 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

November 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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

February 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

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

May 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

September 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Pay Period 09/01/22 – 09/30/22 (22 days)

December 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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

March 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

June 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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