



# 2021-2022 University Payroll Calendar

|   |  |
|---|--|
| ■ | <b>Academic Day</b> – 83 academic days (Fall); 87 academic days (Spring).  |
| ■ | <b>Campus Closed</b> – All academic and administrative operations closed for a scheduled holiday or campus closure (see <i>University Holiday Schedule</i> below).   |
| ● | <b>Payday for Faculty, Staff, and 2403 Additional Pay</b> – Pay warrants distributed to department designees by University Cash Services after 12:00 Noon.   |
| ● | <b>Payday for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and all other State Additional Pay</b> (Job Codes: 4660, 2356, 2322, 2323, & 2363) – Pay warrants distributed to department designees by University Cash Services.   |
| ◆ | <b>Direct Deposit Posted for Faculty &amp; Staff</b> – 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 | <b>Master Payroll Certification (MPC)</b><br>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.   |
| ⊠ | <b>Payroll Cutoff</b> – 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. |
| 🔑 | <b>Fiscal Year-End Closing Deadline</b> – 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

|   |  |
|---|--|
| ❖ | <b>Monthly Time Entry Deadline</b> – Last day to enter time and attendance. Timekeepers to review and resolve all exceptions by close of business.   |
| # | <b>Monthly Approval Deadline</b> – 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.               |
| ✓ | <b>Monthly Leave Balances</b> – Monthly leave accruals and balances are updated in the system.   |
| ⊘ | <b>Year-End Work Study Time Entry Deadline (May 16<sup>th</sup> 12:00 noon)</b> – Deadline to enter Work Study time and review all exceptions.<br><b>NOTE:</b> The last date Work Study hours can be reported is <b>May 15, 2022</b> . |
| ⊗ | <b>Year-End Work Study Approval Deadline (May 17<sup>th</sup> 12:00 noon)</b> – Deadline to approve Work Study time.   |

## University Holiday Schedule

|  |   |
|--|---|
| Independence Day (observed) – 07/05/21   | Washington's Birthday (observed) – 12/28/21         |
| Labor Day – 09/06/21                     | Columbus Day (observed) – 12/29/21                  |
| Veterans' Day – 11/11/21                 | ■ Campus Closed – 12/30/21* (NOT A COVERED HOLIDAY) |
| Thanksgiving Day – 11/25/21              | New Year's Day (observed) – 12/31/21                |
| Admission Day (observed) – 11/26/21      | Martin Luther King, Jr. Day – 01/17/22              |
| Christmas Day (observed) – 12/24/21      | César Chávez Day – 03/31/22                         |
| Lincoln's Birthday (observed) – 12/27/21 | Memorial Day – 05/30/22                             |

One Personal Holiday to be used by December 31<sup>st</sup> as requested and approved.

\*12/31/21: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.

| July 2021 |        |         |           |          |        |          |
|-----------|--------|---------|-----------|----------|--------|----------|
| Sunday    | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|           |        |         |           | ◆        | ❖      |          |
|           |        |         |           |          |        |          |
| 4         | 5      | 6       | 7         | 8        | 9      | 10       |
|           |        | #       |           |          | △✓     |          |
| 11        | 12     | 13      | 14        | 15       | 16     | 17       |
|           |        |         | I         | ●        |        |          |
| 18        | 19     | 20      | 21        | 22       | 23     | 24       |
|           | F      | ★       | ⊠         |          |        |          |
| 25        | 26     | 27      | 28        | 29       | 30     | 31       |
|           |        |         |           |          | ○▼     |          |

Pay Period 07/01/21 – 07/31/21 (22 days)

| October 2021 |        |         |           |          |        |          |
|--------------|--------|---------|-----------|----------|--------|----------|
| Sunday       | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|              |        |         |           |          | ◆      |          |
|              |        |         |           |          |        |          |
| 3            | 4      | 5       | 6         | 7        | 8      | 9        |
|              |        | ❖       | #         |          | △      |          |
| 10           | 11     | 12      | 13        | 14       | 15     | 16       |
|              | ✓      |         | I         |          | ●      |          |
| 17           | 18     | 19      | 20        | 21       | 22     | 23       |
|              | F      | ★       | ⊠         |          |        |          |
| 24           | 25     | 26      | 27        | 28       | 29     | 30       |
|              |        |         |           |          |        |          |
| 31           | 1      |         |           |          |        |          |
|              |        |         |           |          |        |          |

Pay Period 10/01/21 – 11/01/21 (22 days)

| January 2022 |        |         |           |          |        |          |
|--------------|--------|---------|-----------|----------|--------|----------|
| Sunday       | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|              |        |         |           |          |        | 1        |
|              |        |         |           |          |        |          |
| 2            | 3      | 4       | 5         | 6        | 7      | 8        |
|              | ◆      | ❖       | #         |          | △      |          |
| 9            | 10     | 11      | 12        | 13       | 14     | 15       |
|              | ✓      |         | I         |          | ●      |          |
| 16           | 17     | 18      | 19        | 20       | 21     | 22       |
|              |        | F       | ★         | ⊠        |        |          |
| 23           | 24     | 25      | 26        | 27       | 28     | 29       |
|              |        |         |           |          |        |          |
| 30           | 31     |         |           |          |        |          |
|              |        |         |           |          |        |          |

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

| April 2022 |        |         |           |          |        |          |
|------------|--------|---------|-----------|----------|--------|----------|
| Sunday     | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|            |        |         |           |          | ◆      |          |
|            |        |         |           |          |        |          |
| 3          | 4      | 5       | 6         | 7        | 8      | 9        |
|            |        | ❖       | #         |          | △      |          |
| 10         | 11     | 12      | 13        | 14       | 15     | 16       |
|            | ✓      |         | I         |          | ●      |          |
| 17         | 18     | 19      | 20        | 21       | 22     | 23       |
|            | F      | ★       | ⊠         |          |        |          |
| 24         | 25     | 26      | 27        | 28       | 29     | 30       |
|            |        |         |           |          |        |          |
|            |        |         |           |          | ○▼     |          |

Pay Period 04/01/22 – 04/30/22 (21 days)

| August 2021 |        |         |           |          |        |          |
|-------------|--------|---------|-----------|----------|--------|----------|
| Sunday      | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|             |        |         |           |          |        |          |
|             | ◆      | ❖       | #         |          |        |          |
|             |        |         |           |          |        |          |
| 8           | 9      | 10      | 11        | 12       | 13     | 14       |
|             | ✓      | △       |           |          | ● I    |          |
| 15          | 16     | 17      | 18        | 19       | 20     | 21       |
|             |        |         | F         | ★        |        |          |
| 22          | 23     | 24      | 25        | 26       | 27     | 28       |
|             | ⊠      |         |           |          |        |          |
| 29          | 30     | 31      |           |          |        |          |
|             |        | ○▼      |           |          |        |          |

Pay Period 08/01/21 – 08/31/21 (22 days)

| November 2021 |        |         |           |          |        |          |
|---------------|--------|---------|-----------|----------|--------|----------|
| Sunday        | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|               |        |         |           |          |        |          |
|               |        | ◆       | ❖         | #        | △      |          |
|               |        |         |           |          |        |          |
| 7             | 8      | 9       | 10        | 11       | 12     | 13       |
|               | ✓      | I       |           |          |        |          |
| 14            | 15     | 16      | 17        | 18       | 19     | 20       |
|               | ● F    | ★       | ⊠         |          |        |          |
| 21            | 22     | 23      | 24        | 25       | 26     | 27       |
|               |        |         |           |          |        |          |
| 28            | 29     | 30      | 1         |          |        |          |
|               |        |         | ○▼        |          |        |          |

Pay Period 11/02/21 – 12/01/21 (22 days)

| February 2022 |        |         |           |          |        |          |
|---------------|--------|---------|-----------|----------|--------|----------|
| Sunday        | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|               |        |         |           |          |        |          |
|               |        | ◆       | ❖         | △ #      |        |          |
|               |        |         |           |          |        |          |
| 6             | 7      | 8       | 9         | 10       | 11     | 12       |
|               |        |         | I ✓       |          |        |          |
| 13            | 14     | 15      | 16        | 17       | 18     | 19       |
|               | F      | ● ★     | ⊠         |          |        |          |
| 20            | 21     | 22      | 23        | 24       | 25     | 26       |
|               |        |         |           |          |        |          |
| 27            | 28     | 1       |           |          |        |          |
|               |        | ○▼      |           |          |        |          |

Pay Period 02/01/22 – 03/01/22 (21 days)

| May 2022 |        |         |           |          |        |          |
|----------|--------|---------|-----------|----------|--------|----------|
| Sunday   | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|          |        |         |           |          |        |          |
|          | ◆      | ❖       | #         |          |        |          |
|          |        |         |           |          |        |          |
| 8        | 9      | 10      | 11        | 12       | 13     | 14       |
|          | △ ✓    |         |           | I        | ●      |          |
| 15       | 16     | 17      | 18        | 19       | 20     | 21       |
|          | ⊘      | ⊗ F     | ★         | ⊠        |        |          |
| 22       | 23     | 24      | 25        | 26       | 27     | 28       |
|          |        |         |           |          |        |          |
| 29       | 30     | 31      |           |          |        |          |
|          |        | ○▼      |           |          |        |          |

Pay Period 05/01/22 – 05/31/22 (22 days)

| September 2021 |        |         |           |          |        |          |
|----------------|--------|---------|-----------|----------|--------|----------|
| Sunday         | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|                |        |         |           |          |        |          |
|                |        |         | ◆         | ❖        | #      |          |
|                |        |         |           |          |        |          |
| 5              | 6      | 7       | 8         | 9        | 10     | 11       |
|                |        |         | △ ✓       |          |        |          |
| 12             | 13     | 14      | 15        | 16       | 17     | 18       |
|                |        | I       | ●         |          | F      |          |
| 19             | 20     | 21      | 22        | 23       | 24     | 25       |
|                | ★      | ⊠       |           |          |        |          |
| 26             | 27     | 28      | 29        | 30       |        |          |
|                |        |         |           | ○▼       |        |          |

Pay Period 09/01/21 – 09/30/21 (22 days)

| December 2021 |        |         |           |          |        |          |
|---------------|--------|---------|-----------|----------|--------|----------|
| Sunday        | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|               |        |         |           |          |        |          |
|               |        |         |           | ◆        | ❖      |          |
|               |        |         |           |          |        |          |
| 5             | 6      | 7       | 8         | 9        | 10     | 11       |
|               | #      |         | △         | ✓        |        |          |
| 12            | 13     | 14      | 15        | 16       | 17     | 18       |
|               | I      | ●       |           | F        |        |          |
| 19            | 20     | 21      | 22        | 23       | 24     | 25       |
|               | ★      | ⊠       |           | ▼        |        |          |
| 26            | 27     | 28      | 29        | 30       | 31     |          |
|               |        |         |           |          | ○      |          |

Pay Period 12/02/21 – 12/31/21 (22 days)

| March 2022 |        |         |           |          |        |          |
|------------|--------|---------|-----------|----------|--------|----------|
| Sunday     | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|            |        |         |           |          |        |          |
|            |        |         | ◆         | ❖        | #      |          |
|            |        |         |           |          |        |          |
| 6          | 7      | 8       | 9         | 10       | 11     | 12       |
|            |        |         | △ ✓       |          |        |          |
| 13         | 14     | 15      | 16        | 17       | 18     | 19       |
|            | I      | ●       |           | F        | ★      |          |
| 20         | 21     | 22      | 23        | 24       | 25     | 26       |
|            |        | ⊠       |           |          |        |          |
| 27         | 28     | 29      | 30        | 31       |        |          |
|            |        |         | ○▼        |          |        |          |

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

| June 2022 |        |         |           |          |        |          |
|-----------|--------|---------|-----------|----------|--------|----------|
| Sunday    | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|           |        |         |           |          |        |          |
|           |        |         | ◆         |          | ❖      |          |
|           |        |         |           |          |        |          |
| 5         | 6      | 7       | 8         | 9        | 10     | 11       |
|           | #      |         | △         | ✓        |        |          |
| 12        | 13     | 14      | 15        | 16       | 17     | 18       |
|           | I      | ●       |           | F        | ★      |          |
| 19        | 20     | 21      | 22        | 23       | 24     | 25       |
|           |        | ⊠       |           |          |        |          |
| 26        | 27     | 28      | 29        | 30       |        |          |
|           |        |         |           | ○▼       |        |          |

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