2020-2021 University Payroll Calendar

**Academic Day** – 87 academic days (Fall), 87 academic days (Spring).

**Campus Closed** – All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below).

**Payroll Cutoff** – Last day for Payroll Administration to process unpaid leave time, NDVOL separations, and any 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** – Last day to enter time, review all exceptions, and pay students from Work Study fund – 12:00 noon.

**Year-End Work Study Approval Deadline** – Last day to approve Work Study time – 12:00 noon.

### University Holiday Schedule

- **Independence Day (observed)** – 07/03/20
- **Labor Day** – 09/07/20
- **Veterans' Day** – 11/11/20
- **Thanksgiving Day** – 11/26/20
- **Admission Day (observed)** – 11/27/20
- **Christmas Day** – 12/25/20
- **Lincoln's Birthday (observed)** – 12/28/20
- **New Year's Day** – 01/01/21
- **Martin Luther King, Jr. Day** – 01/18/21
- **César Chávez Day** – 03/31/21
- **Memorial Day** – 05/31/21
- **Memorial Day** – 05/31/21
- **Labor Day** – 09/07/21

*One Personal Holiday to be used by December 31st as requested and approved.*

*12/31/20: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.*