2018-2019 University Payroll Calendar

<table>
<thead>
<tr>
<th>Year</th>
<th>Pay Period</th>
<th>Pay Period</th>
<th>Pay Period</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>07/01/18 – 07/13/18</td>
<td>07/14/18 – 07/26/18</td>
<td>07/27/18 – 08/08/18</td>
<td>08/09/18 – 08/31/18</td>
</tr>
<tr>
<td>2019</td>
<td>09/01/18 – 09/02/18</td>
<td>09/03/18 – 09/15/18</td>
<td>09/16/18 – 09/28/18</td>
<td>10/01/18 – 10/13/18</td>
</tr>
</tbody>
</table>

**University Holiday Schedule**

- **January 2019**
  - New Year's Day Observed – 01/01/19
  - Martin Luther King, Jr. Day – 01/21/19
  - President's Day Observed – 02/18/19

- **February 2019**
  - President's Day Observed – 02/18/19
  - St. Valentine's Day Observed – 02/14/19

- **March 2019**
  - César Chávez Day Observed – 03/29/19
  - Easter Sunday – 04/21
  - Good Friday – 04/19

- **April 2019**
  - Easter Monday – 04/22
  - Tax Day – 04/15

- **May 2019**
  - Memorial Day – 05/27
  - Memorial Day – 05/27

- **June 2019**
  - Father's Day – 06/16
  - Father's Day – 06/16

- **July 2019**
  - Independence Day Observed – 07/04/19

- **August 2019**
  - César Chávez Day Observed – 08/30/19

- **September 2019**
  - Labor Day – 09/02/19
  - Labor Day – 09/02/19

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**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.

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**University Holiday Schedule**

- Independence Day – 07/04/18
- Labor Day – 09/03/18
- Veterans’ Day Observed – 11/12/18
- Columbus Day observed – 10/12/18
- Thanksgiving Day – 11/22/18
- Martin Luther King, Jr. Day – 01/21/19
- Christmas Day – 12/25/18
- César Chávez Day observed – 04/04/19
- Memorial Day – 05/27/19

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**Administrative Information**

- Pay Periods: 22 business days
- Pay Date: 3rd or 4th Tuesday
- Payroll Cutoff: Last day for Payroll Administration to process unpaid leave time, NOVDL, separations, and all other payroll irregularities. Information reported after this date may require reissuance of master warrants. All Doks must be keyed and approved in Absence Management by 12:00 p.m.

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**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.

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