

2013-2014 University Payroll Calendar

■	Campus Closed – All academic and administrative operations closed for a scheduled holiday or campus closure (see <i>University Holiday Schedule</i> below).
■	Academic Day – 86 academic days (Fall 2013); 85 academic days (Spring 2014).
●	Payday for Faculty and Staff – Pay warrants distributed to department designees by University Cash Services after 12:00 NOON.
●	Payday for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and Special Pay – 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.
▼	Monthly Deadline for Personal Data Changes – Deadline to submit address changes, tax withholding, and other changes to the Office of Human Resources. Please note that annual W-2 statements are mailed each January from the State Controller's Office to employee addresses on file as of December 1 st .
I	Master Payroll Certification (MPC) Initial Run – Online Payroll data captured and available for review and certification.
F	Master Payroll Certification (MPC) Final Run – Online payroll changes captured and available for review and certification.
★	Online Master Payroll Certification – Last day to certify Master Payroll Certification (MPC) and submit exception 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.

Time and Labor & Absence Management Deadlines

◆	Monthly Time Entry Deadline – Timekeepers and Self Reporters to enter Time & Labor/Absence Management transactions and review & resolve all exceptions by close of business. (<i>Last day to pay students from Work-Study funds is May 15th – Timekeepers entry deadline is May 16th</i>)
#	Monthly Approval Deadline – Approvers to approve Time & Labor/Absence Management transactions for their department(s) and review & resolve all exceptions by close of business. Approval occurring after this date will result in incorrect balances and/or a delay in positive pay. (<i>Final Work-Study student time approval deadline May 19th</i>).
✓	Monthly Posting of Leave Accruals – New accruals and updated usages are posted and available for reviewing in PeopleSoft.
👉	Fiscal Year-End Closing – All payroll related transactions not recorded in system for fiscal year 2013-2014 must be submitted to Payroll Administration by 5:00 p.m.

University Holiday Schedule 2013-2014

Independence Day – 07/04/13	Washington's Birthday observed – 12/27/13
Labor Day – 09/02/13	Columbus Day observed – 12/30/13
Veterans' Day – 11/11/13	Campus Closed – 12/31/13* (<i>NOT A COVERED HOLIDAY</i>)
Thanksgiving Day – 11/28/13	New Year's Day – 01/01/14
Admission Day observed – 11/29/13	Martin Luther King, Jr. Day – 01/20/14
Christmas Day – 12/25/13	César Chávez Day – 03/31/14
Lincoln's Birthday observed – 12/26/13	Memorial Day – 05/26/14

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

*12/31/13: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.

July 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	◆	◆	#	■		
7	✓				I	
14		●	▼	F	★	
21	☒					
28		●				

Pay Period 07/01 – 07/30 (22 days)

October 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		◆	◆	#		
6	✓					
13	I	●	▼	F	★	
20		☒				
27			●			

Pay Period 10/01 – 10/30 (22 days)

January 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			■	◆	◆	
5		#	✓			
12	I		●	▼	F	★
19	■		☒			
26				●		

Pay Period 01/01 – 01/30 (22 days)

April 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		◆	◆	#		
6	✓					
13	I	●	▼	F	★	
20		☒				
27			●			

Pay Period 04/01 – 04/30 (22 days)

August 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			◆	◆	#	
4		✓				
11		I		●	▼	F
18	★		☒			
25				●		

Pay Period 07/31 – 08/29 (22 days)

November 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				◆	◆	
3	#		✓		I	
10				▼	F	★
17		☒				
24			●			

Pay Period 10/31 – 11/30 (22 days)

February 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
2	◆	#		✓		
9			I		●	▼
16	F	★		☒		
23					●	

Pay Period 01/31 – 02/28 (21 days)

May 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				◆	◆	
4	#		✓			
11		I		●	▼	F
18	★		☒			
25					●	

Pay Period 05/01 – 05/31 (22 days)

September 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
1			#		✓	
8		◆		I	●	
15	▼	F	★		☒	
22						
29	●					

Pay Period 08/30 – 09/30 (22 days)

December 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	◆	◆	#		✓	
8			I		●	▼
15	F	★		☒		
22						
29		●				

Pay Period 12/01 – 12/31 (22 days)

March 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						◆
2	◆	◆	#		✓	
9			I		●	▼
16	F	★		☒		
23						
30					●	

Pay Period 03/01 – 03/31 (21 days)

June 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	◆	◆	#	👉	✓	
8				I	●	
15	▼	F	★		☒	
22						
29	●					

Pay Period 06/01 – 06/30 (21 days)