## University Payroll Calendar

### Time and Labor & Absence Management

- **Academic Day** – 86 academic days (Fall 2015), 86 academic days (Spring 2016).
- **Campus Closed** – All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below).
- **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 Posting for Faculty & Staff** – Monthly pay posted by financial institutions for those employees enrolled in the Direct Deposit Program.
- **Authorizations for Special Pay (ASP)** – Special pay authorizations due to Faculty Affairs.
- **Master Payroll Certification (MPC)** – Initial Run – Payroll data captured and available for review and certification.
- **Final Run** – Final payroll data captured and available for review and certification.
- **Fiscal Year-End Closing Deadline** – All payroll-related transactions for fiscal year 2015-2016 that are not in system must be submitted to Payroll Administration by 5:00 p.m.
- **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 Docs must be keyed and approved in Absence Management by 12:00 noon.

### University Holiday Schedule 2015-2016

- **Independence Day observed** – 07/03/15
- **Labor Day** – 09/07/15
- **Veterans Day** – 11/11/15
- **Thanksgiving Day** – 11/26/15
- **Admission Day observed** – 12/02/15
- **Christmas Day** – 12/25/15
- **New Year’s Day** – 01/01/16
- **Martin Luther King, Jr. Day** – 01/18/16
- **César Chávez Day** – 03/31/16
- **Lincoln’s Birthday observed** – 12/28/15

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

*12/31/15: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.