



2017-2018 University Payroll Calendar

■	Academic Day – 84 academic days (<i>Fall</i>); 88 academic days (<i>Spring</i>).
■	Campus Closed – All academic and administrative operations closed for a scheduled holiday or campus closure (<i>see University Holiday Schedule below</i>).
●	Payday for Faculty, Staff, and 2403 Additional Pay – Pay warrants distributed to department designees by University Cash Services after 12:00 Noon.
●	Payday for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and all other State Additional Pay (Job Code(s): 4660, 2356, 2322, 2323, & 2363) – 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.
▼	Additional Pay Approvals due (Job Code(s): 4660, 2322, & 2356, 2323, & 2363)
△	Additional Pay Approvals due (Job Code(s): 2403)
I	Master Payroll Certification (MPC) 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.
⊠	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.
👉	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 – 07/04/17	Washington's Birthday Observed – 12/27/17
Labor Day – 09/04/17	Columbus Day observed – 12/28/17
Veterans' Day Observed – 11/10/17	■ Campus Closed – 12/29/17* (<i>NOT A COVERED HOLIDAY</i>)
Thanksgiving Day – 11/23/17	New Year's Day – 01/01/18
Admission Day Observed – 11/24/17	Martin Luther King, Jr. Day – 01/15/18
Christmas Day – 12/25/17	César Chávez Day Observed – 03/30/18
Lincoln's Birthday Observed – 12/26/17	Memorial Day – 05/28/18

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

*12/29/17: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.

July 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Pay Period 07/01/17 – 08/01/17 (22 days)

October 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Pay Period 10/01/17 – 10/31/17 (22 days)

January 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Pay Period 01/01/18 – 01/30/18 (22 days)

April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Pay Period 04/01/18 – 04/30/18 (21 days)

August 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Pay Period 08/02/17 – 08/31/17 (22 days)

November 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Pay Period 11/01/17 – 11/30/17 (22 days)

February 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Pay Period 01/31/18 – 02/28/18 (21 days)

May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Pay Period 05/01/18 – 05/30/18 (22 days)

September 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Pay Period 09/01/17 – 09/30/17 (21 days)

December 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Pay Period 12/01/17 – 12/31/17 (21 days)

March 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Pay Period 03/01/18 – 03/31/18 (22 days)

June 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Pay Period 05/31/18 – 06/30/18 (22 days)