



# 2018-2019 University Payroll Calendar

■	<b>Academic Day</b> – 85 academic days (Fall); 87 academic days (Spring)
■	<b>Campus Closed</b> – All academic and administrative operations closed for a scheduled holiday or campus closure (see <i>University Holiday Schedule</i> below).
●	<b>Payday for Faculty, Staff, and 2403 Additional Pay</b> – Pay warrants distributed to department designees by University Cash Services after 12:00 Noon.
●	<b>Payday for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and all other State Additional Pay</b> (Job Codes: 4660, 2356, 2322, 2323, & 2363) – Pay warrants distributed to department designees by University Cash Services.
◆	<b>Direct Deposit Posted for Faculty &amp; Staff</b> – Regular monthly pay posted by financial institutions for those employees enrolled in the Direct Deposit Program.
▼	Additional Pay Approvals due for Job Codes: 4660, 2322, 2356, 2323, & 2363
△	Additional Pay Approvals due for Job Code: 2403
I	<b>Master Payroll Certification (MPC)</b> 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.
⊠	<b>Payroll Cutoff</b> – 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.
👉	<b>Fiscal Year-End Closing Deadline</b> – 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

❖	<b>Monthly Time Entry Deadline</b> – Last day to enter time and attendance. Timekeepers to review and resolve all exceptions by close of business.
#	<b>Monthly Approval Deadline</b> – 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.
✓	<b>Monthly Leave Balances</b> – Monthly leave accruals and balances are updated in the system.
⊘	<b>Year-End Work Study Time Entry Deadline (12:00 noon)</b> – Last day to enter time, review all exceptions, and pay students from Work Study fund. The program ends on May 15, 2019.
⊗	<b>Year-End Work Study Approval Deadline</b> – Last day to approve Work Study time – 12:00 noon.

## University Holiday Schedule

Independence Day – 07/04/18	Washington's Birthday Observed – 12/27/18
Labor Day – 09/03/18	Columbus Day observed – 12/28/18
Veterans' Day Observed – 11/12/18	■ Campus Closed – 12/31/18* (NOT A COVERED HOLIDAY)
Thanksgiving Day – 11/22/18	New Year's Day – 01/01/19
Admission Day Observed – 11/23/18	Martin Luther King, Jr. Day – 01/21/19
Christmas Day – 12/25/18	César Chávez Day Observed – 04/01/19
Lincoln's Birthday Observed – 12/26/18	Memorial Day – 05/27/19

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

\*12/31/18: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.

July 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	◆	❖	#			
8	✓	△			I	●
15				F	★	
22	⊠				▼	
29			○			

Pay Period 07/01/18 – 07/31/18 (22 days)

October 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	◆	❖	#			
	△	✓			I	
	●		F	★		
	⊠			▼		
		○				

Pay Period 10/01/18 – 10/30/18 (22 days)

January 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			◆	❖	#	
	△		✓		I	
		●	F	★		
		⊠			▼	
			○			

Pay Period 01/01/19 – 01/30/19 (22 days)

April 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		◆	❖	#		
	△	✓			I	
	●		F	★		
	⊠			▼		
		○				

Pay Period 04/01/19 – 04/30/19 (22 days)

August 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			◆	❖	#	
			△	✓		
		I	●		F	
	★		⊠			
	▼			○		

Pay Period 08/01/18 – 08/30/18 (22 days)

November 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			◆	❖	△	#
			✓	I		
			F	●	★	
	⊠					
	▼			○		

Pay Period 10/31/18 – 11/29/18 (22 days)

February 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				◆	❖	
	#		△		✓	
		I			●	F
	★		⊠			
	▼			○		

Pay Period 01/31/19 – 02/28/19 (21 days)

May 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			◆	❖	#	
		△		✓		
	I		●	⊘	F	⊗
		⊠			▼	
				○		

Pay Period 05/01/19 – 05/30/19 (22 days)

September 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
		❖	#	△		
	✓		I		●	
	F	★		⊠		
		▼			○	

Pay Period 08/31/18 – 09/30/18 (21 days)

December 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
		❖	#	△		
	✓	I			F	●
	★		⊠		▼	
						○

Pay Period 11/30/18 – 12/31/18 (22 days)

March 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
	❖	#		△	✓	
		I			●	
	F	★		⊠		
		▼			○	

Pay Period 03/01/19 – 03/31/19 (21 days)

June 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
	❖	#		△		
	✓	I			●	
	F	★	⊠			
		▼			○	

Pay Period 05/31/19 – 06/30/19 (21 days)