



# 2019-2020 University Payroll Calendar

	<b>Academic Day</b> – 86 academic days (Fall); 86 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 (Job Code(s): 4660, 2322, & 2356, 2323, & 2363)
	Additional Pay Approvals due (Job Code(s): 2403)
<b>I</b>	<b>Master Payroll Certification (MPC)</b> Initial Run – Payroll data captured and available for review and certification.
<b>F</b>	Final Run – Final payroll data captured and available for review and certification.
<b>★</b>	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>#</b>	<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</b> – Last day to enter time, review all exceptions, and pay students from Work Study fund – 12:00 noon.
	<b>Year-End Work Study Approval Deadline</b> – Last day to approve Work Study time – 12:00 noon.

## University Holiday Schedule

Independence Day – 07/04/19	Washington's Birthday observed – 12/27/19
Labor Day – 09/02/19	Columbus Day observed – 12/30/19
Veterans' Day – 11/11/19	Campus Closed – 12/31/19* (NOT A COVERED HOLIDAY)
Thanksgiving Day – 11/28/19	New Year's Day – 01/01/20
Admission Day observed – 11/29/19	Martin Luther King, Jr. Day – 01/20/20
Christmas Day – 12/25/19	César Chávez Day – 03/31/20
Lincoln's Birthday observed – 12/26/19	Memorial Day – 05/25/20

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

\*12/31/19: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.

July 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	◆	❖	#			
7		△	✓		I	
14	●		F	★		
21	⊗			▼		
28		○				

Pay Period 07/01/19 – 07/30/19 (22 days)

October 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		◆	❖	#		
6			△	✓		
13	I	●		F	★	
20		⊗			▼	
27			○			

Pay Period 10/01/19 – 10/30/19 (22 days)

January 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			◆	❖		
5	#	△	✓			
12	I	●		F	★	
19			⊗			
26		▼		○		

Pay Period 01/01/20 – 01/30/20 (22 days)

April 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			◆	❖	#	
5			△	✓		
12	I	●		F		
19	★	⊗				
26	▼		○			

Pay Period 04/01/20 – 04/30/20 (22 days)

August 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			◆	❖	#	
4			△	✓		
11	I		●		F	
18	★	⊗				
25	▼		○			

Pay Period 07/31/19 – 08/29/19 (22 days)

November 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				◆	❖	
3	#	△	✓		I	
10				F	★	
17		⊗			▼	
24			○			

Pay Period 10/31/19 – 11/30/19 (22 days)

February 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
2	❖	#		△		
9	✓		I		●	
16	F	★		⊗		
23		▼			○	

Pay Period 01/31/20 – 02/29/20 (21 days)

May 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
3	❖	#		△	✓	
10		I			●	F
17	★	⊗	⊗			
24		▼			○	

Pay Period 05/01/20 – 05/31/20 (21 days)

September 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
1			❖	#		
8	△	✓		I	●	
15		F	★		⊗	
22				▼		

Pay Period 08/30/19 – 09/30/19 (22 days)

December 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
1	❖	#		△		
8	✓		I		●	
15	F	★		⊗		
22		▼				

Pay Period 12/01/19 – 12/31/19 (22 days)

March 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
1	❖	#		△		
8	✓		I		●	
15	F	★		⊗		
22		▼				

Pay Period 03/01/20 – 03/31/20 (22 days)

June 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
1	❖	#			☞	
8	△	✓		I		
15	●	F	★		⊗	
22		▼				

Pay Period 06/01/20 – 06/30/20 (22 days)