**2020-2021 University Payroll Calendar**

**Academic Day** – 87 academic days (Fall); 87 academic days (Spring).

**Campus Closed** – All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below).

**Payday for Faculty, Staff, and 2403 Additional Pay** – Pay warrants distributed to department designees by University Cash Services after 12:00 noon.

**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)** – Pay warrants distributed to department designees by University Cash Services.

**Payroll Cutoff** – Last day for Payroll Administration to process unpaid leave time, ND/VOL, 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** – 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. Approver 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.

**University Holiday Schedule**

- **Independence Day (observed)** – 07/03/2020
- **Washington's Birthday (observed)** – 12/28/2020
- **Veterans' Day** – 11/11/2020
- **Martin Luther King, Jr. Day** – 01/18/2021
- **Cesar Chavez Day** – 03/31/2021
- **Memorial Day** – 05/31/2021
- **Labor Day** – 09/06/2021
- **Thanksgiving Day** – 11/26/2020
- **New Year’s Day** – 01/01/2021

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

*12/31/20: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.*

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**Monthly Payroll Calendar**

- **Pay Period 03/02/21 – 03/31/21 (22 days)**
- **Veterans’ Day**
- **Lincoln’s Birthday**
- **Christmas Day**
- **Labor Day**
- **Independence Day**

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**Weekly Payroll Calendar**

- **Pay Period 07/01/20 – 07/31/20 (22 days)**
- **Pay Period 05/01/21 – 05/31/21 (21 days)**
- **Pay Period 11/01/20 – 12/01/20 (22 days)**
- **Pay Period 09/01/20 – 09/30/20 (22 days)**
- **Pay Period 06/01/21 – 06/30/21 (22 days)**
- **Pay Period 04/01/21 – 04/30/21 (22 days)**
- **Pay Period 08/01/21 – 08/31/21 (22 days)**
- **Pay Period 01/01/21 – 01/31/21 (21 days)**
- **Pay Period 03/01/21 – 03/31/21 (21 days)**
- **Pay Period 05/01/21 – 05/31/21 (21 days)**
- **Pay Period 07/01/20 – 07/31/20 (22 days)**
- **Pay Period 04/01/21 – 04/30/21 (22 days)**

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Prepared by California State University, Northridge - Office of Human Resources