



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 <i>University Holiday Schedule</i> below).
○	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 Codes: 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

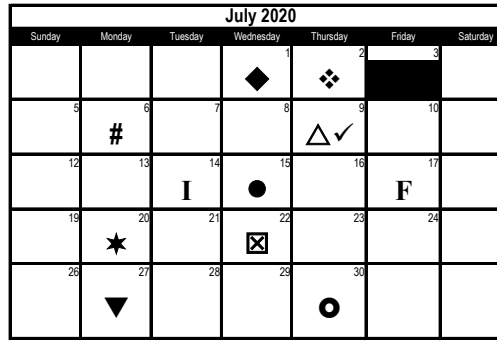
❖	Monthly Time Entry Deadline – Last day to enter time and attendance. Timekeepers to review and resolve all exceptions by close of business.
#	Monthly Approval Deadline – Last day to approve time and attendance. Approvers to review and resolve all exceptions by close of business. Late approvals may 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

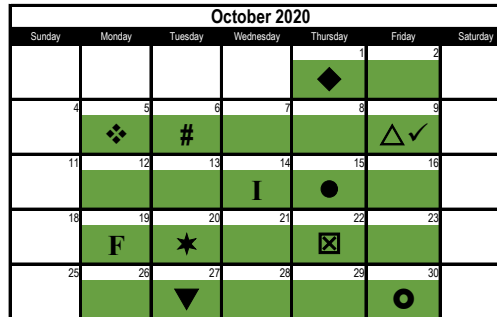
Independence Day (observed) – 07/03/20	Washington's Birthday (observed) – 12/29/20
Labor Day – 09/07/20	Columbus Day (observed) – 12/30/20
Veterans' Day – 11/11/20	■ Campus Closed – 12/31/20* (NOT A COVERED HOLIDAY)
Thanksgiving Day – 11/26/20	New Year's Day – 01/01/21
Admission Day (observed) – 11/27/20	Martin Luther King, Jr. Day – 01/18/21
Christmas Day – 12/25/20	César Chávez Day – 03/31/21
Lincoln's Birthday (observed) – 12/28/20	Memorial Day – 05/31/21

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

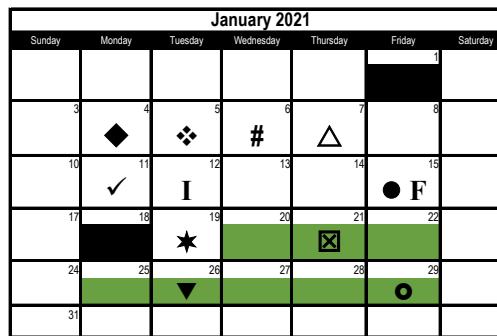
*12/31/20: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.



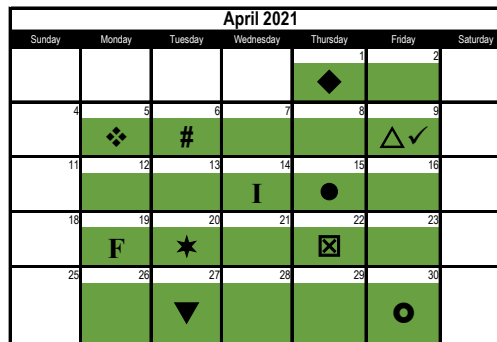
Pay Period 07/01/20 – 07/30/20 (22 days)



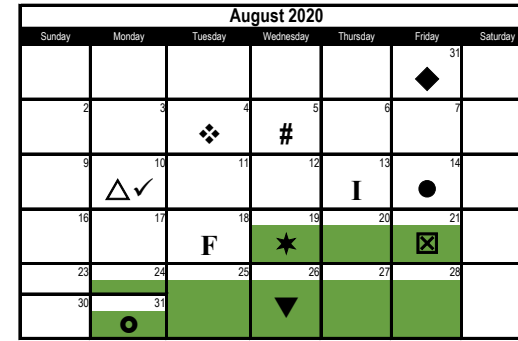
Pay Period 10/01/20 – 10/31/20 (22 days)



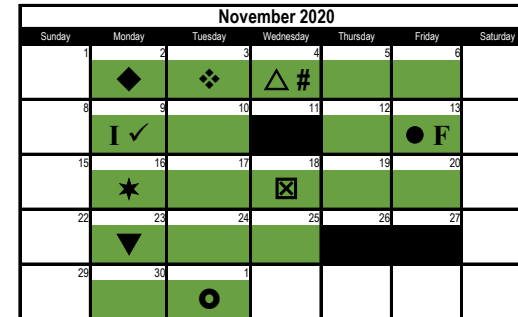
Pay Period 01/01/21 – 01/31/21 (21 days)



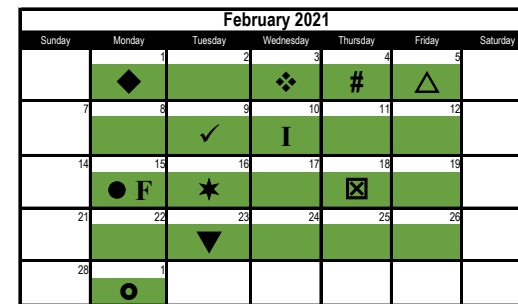
Pay Period 04/01/21 – 04/30/21 (22 days)



Pay Period 07/31/20 – 08/31/20 (22 days)



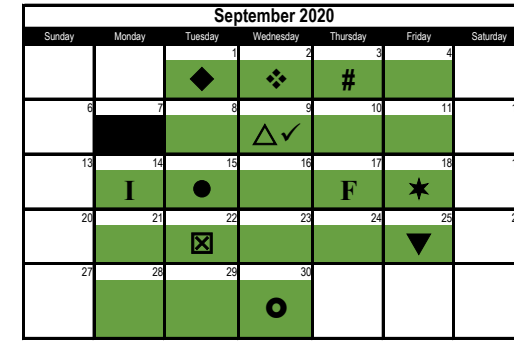
Pay Period 11/01/20 – 12/01/20 (22 days)



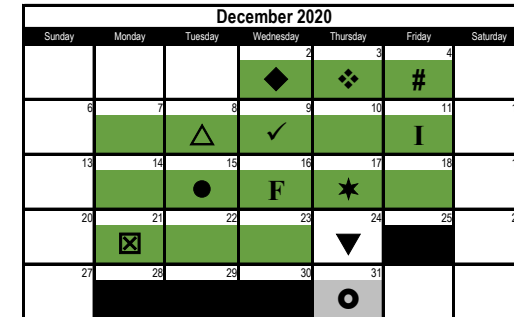
Pay Period 02/01/21 – 03/01/21 (21 days)



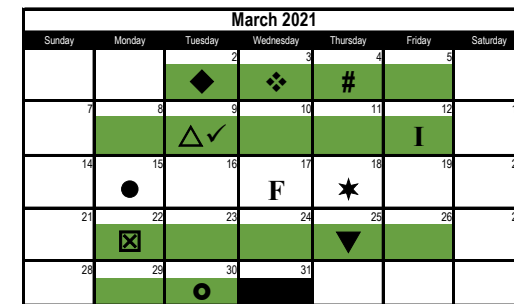
Pay Period 05/01/21 – 05/31/21 (21 days)



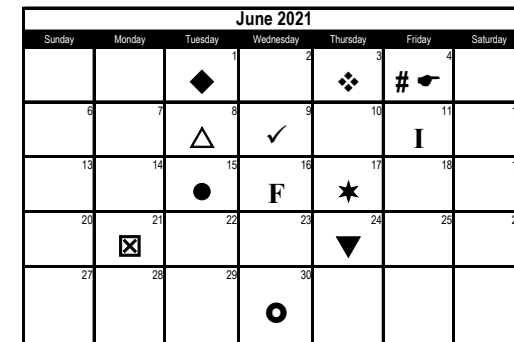
Pay Period 09/01/20 – 09/30/20 (22 days)



Pay Period 12/02/20 – 12/31/20 (22 days)



Pay Period 03/02/21 – 03/31/21 (22 days)



Pay Period 06/01/21 – 06/30/21 (22 days)