



# 2021-2022 University Payroll Calendar

■	<b>Academic Day</b> – 83 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 (Job Code(s): 4660, 2322, & 2356, 2323, & 2363)
△	Additional Pay Approvals due (Job Code(s): 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 (May 16<sup>th</sup> 12:00 noon)</b> – Deadline to enter Work Study time and review all exceptions. <b>NOTE:</b> The last date Work Study hours can be reported is <b>May 15, 2022</b> .
⊗	<b>Year-End Work Study Approval Deadline (May 17<sup>th</sup> 12:00 noon)</b> – Deadline to approve Work Study time.

## University Holiday Schedule

Independence Day (observed) – 07/05/21	Washington's Birthday (observed) – 12/28/21
Labor Day – 09/06/21	Indigenous Peoples' Day (observed) – 12/29/21
Veterans' Day – 11/11/21	■ Campus Closed – 12/30/21* (NOT A COVERED HOLIDAY)
Thanksgiving Day – 11/25/21	New Year's Day (observed) – 12/31/21
Admission Day (observed) – 11/26/21	Martin Luther King, Jr. Day – 01/17/22
Christmas Day (observed) – 12/24/21	César Chávez Day – 03/31/22
Lincoln's Birthday (observed) – 12/27/21	Memorial Day – 05/30/22

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

\*12/31/21: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.

July 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				◆	❖	
4	5	#			△	✓
11	12					
18	19		I	●		
25	26	F	★	⊠		
					○▼	

Pay Period 07/01/21 – 07/31/21 (22 days)

October 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
3	4	❖	#	△		
10	11	✓		I	●	
17	18	F	★	⊠		
24	25					
31	1	○▼				

Pay Period 10/01/21 – 11/01/21 (22 days)

January 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	◆	❖	#	△	
9	10	✓		I	●	
16	17	■	F	★	⊠	
23	24					
30	31	○▼				

Pay Period 01/01/22 – 01/31/22 (21 days)

April 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					◆	
3	4	❖	#	△		
10	11	✓		I	●	
17	18	F	★	⊠		
24	25					
					○▼	

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

August 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	◆	❖	#			
8	9	✓	△		●	I
15	16			F	★	
22	23	⊠				
29	30	○▼				

Pay Period 08/01/21 – 08/31/21 (22 days)

November 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		◆	❖	#	△	
7	8	✓		I		
14	15	●	F	★	⊠	
21	22					
28	29				○▼	

Pay Period 11/02/21 – 12/01/21 (22 days)

February 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		◆		❖	△	#
6	7			I	✓	
13	14	F	●	★	⊠	
20	21					
27	28				○▼	

Pay Period 02/01/22 – 03/01/22 (21 days)

May 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	◆	❖	#			
8	9	△	✓		I	●
15	16	⊙	⊗	F	★	⊠
22	23					
29	30	○▼				

Pay Period 05/01/22 – 05/31/22 (22 days)

September 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			◆	❖	#	
5	6			△	✓	
12	13		I	●		F
19	20	★		⊠		
26	27				○▼	

Pay Period 09/01/21 – 09/30/21 (22 days)

December 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				◆	❖	
5	6	#		△	✓	
12	13	I		●	F	
19	20	★		⊠	▼	
26	27				○	

Pay Period 12/02/21 – 12/31/21 (22 days)

March 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			◆	❖	#	
6	7			△	✓	
13	14	I		●	F	★
20	21		⊠			
27	28				○▼	

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

June 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			◆		❖	
5	6	#		△	✓	
12	13	I		●	F	★
19	20		⊠			
26	27				○▼	

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