CSUN | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

2023-2024 University Payroll Calendar

| Symbol	Description
(purple)	**Academic Day** – 84 academic days *(Fall)*; 88 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.
●	**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 **F** ✶	**Master Payroll Certification (MPC)** Initial Run – Payroll data captured and available for review and certification. 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

Symbol	Description
❖	**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 (May 16th 12:00 noon)** – Deadline to enter Work Study time and review all exceptions. **NOTE:** The last date Work Study hours can be reported is **May 15, 2024.**
⊗	**Year-End Work Study Approval Deadline (May 17th 12:00 noon)** – Deadline to approve Work Study time.

University Holiday Schedule

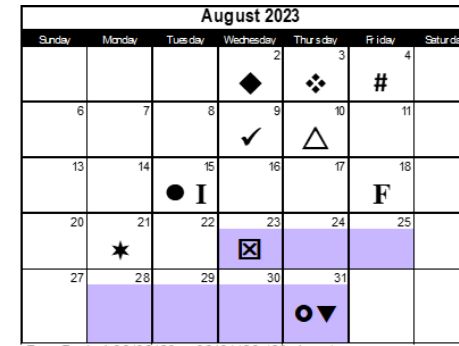| Holiday	Holiday
Independence Day – 07/04/23	Indigenous Peoples' Day (observed) – 12/28/23
Labor Day – 09/04/23	■ Campus Closed – 12/29/23* *(NOT A COVERED HOLIDAY)*
Veterans' Day (observed) – 11/10/23	New Year's Day – 01/01/24
Thanksgiving Day – 11/23/23	Martin Luther King, Jr. Day – 01/15/24
Admission Day (observed) – 11/24/23	César Chávez Day (observed) – 04/01/24
Christmas Day – 12/25/23	Memorial Day – 05/27/24
Lincoln's Birthday (observed) – 12/26/23	Juneteenth – 06/19/24
Washington's Birthday (observed) – 12/27/23	

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

*12/29/23: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.
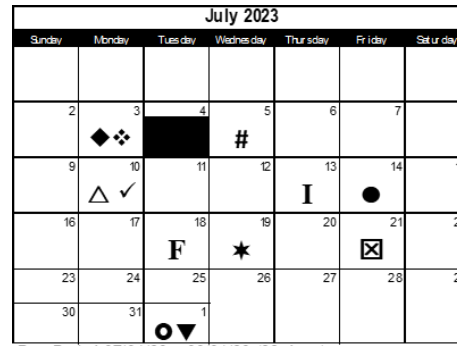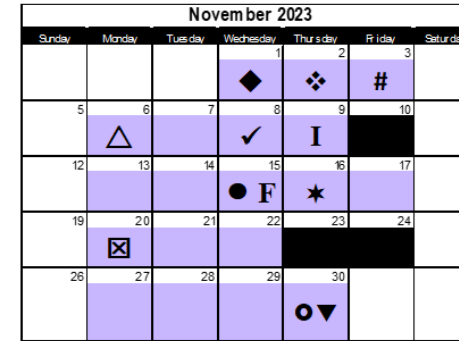

Pay Period 07/01/23 – 08/01/23 (22 days)
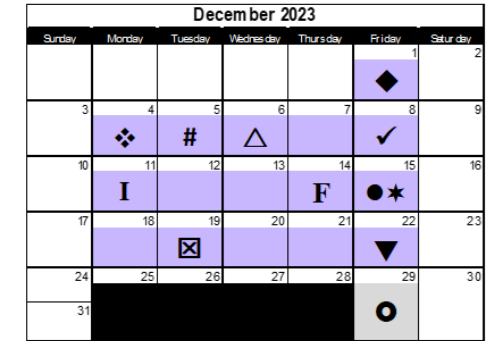Pay Period 08/02/23 – 08/31/23 (22 days)
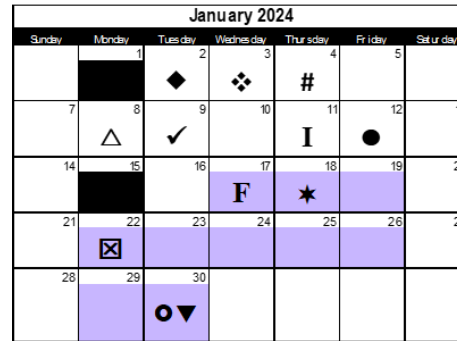Pay Period 09/01/23 – 09/30/23 (21 days)
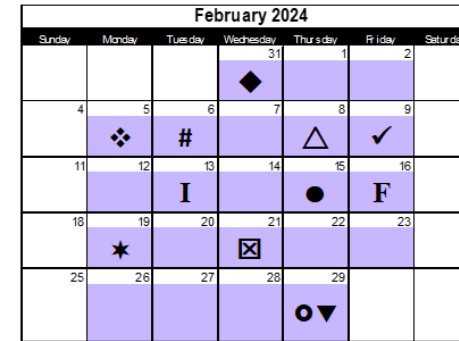Pay Period 10/01/23 – 10/31/23 (22 days)
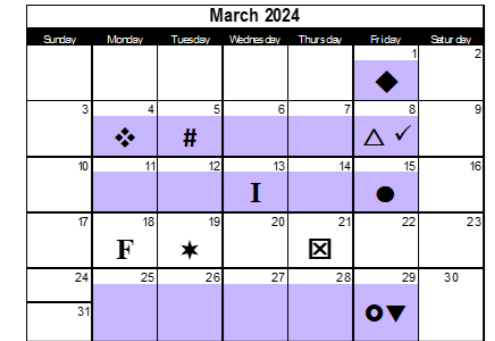Pay Period 11/01/23 – 11/30/23 (22 days)
Pay Period 12/01/23 – 12/31/23 (21 days)
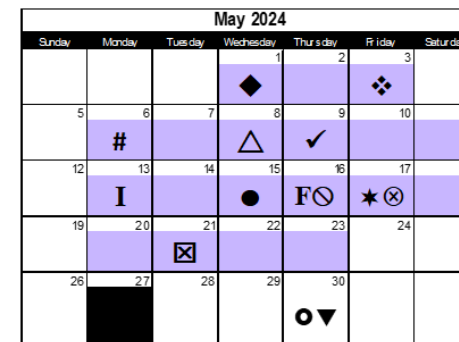Pay Period 01/01/24 – 01/30/24 (22 days)
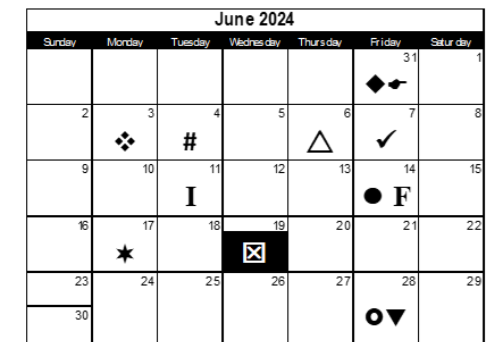Pay Period 01/31/24 – 02/29/24 (22 days)
Pay Period 03/01/24 – 03/31/24 (21 days)
Pay Period 04/01/24 – 04/30/24 (22 days)
Pay Period 05/01/24 – 05/30/24 (22 days)
Pay Period 05/31/24 – 06/30/24 (21 days)