



# 2023-2024 University Payroll Calendar

	<b>Academic Day</b> – 84 academic days (Fall); 89 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>Master Payroll Certification (MPC)</b> 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.
	<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, 2024</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 – 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 31<sup>st</sup>, 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.

July 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2						8
9	◆	❖	■	#		15
16	△	✓		I	●	22
23		F	*		☒	29
30			○▼			

Pay Period 07/01/23 – 08/01/23 (22 days)

October 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						7
8	◆	❖	#			14
15	✓	△			● I	21
22		F	*			28
29			○▼			

Pay Period 10/01/23 – 10/31/23 (22 days)

January 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
7		◆	❖	#		13
14	△	✓		I	●	20
21		F	*			27
28			○▼			

Pay Period 01/01/24 – 01/30/24 (22 days)

April 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
7		◆	❖	#		13
14	△	✓		I		20
21		F	*			27
28			○▼			

Pay Period 04/01/24 – 04/30/24 (22 days)

August 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			2	3	4	5
6			◆	❖	#	12
13			✓	△		19
20		● I			F	26
27			○▼			

Pay Period 08/02/23 – 08/31/23 (22 days)

November 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5			◆	❖	#	11
12	△	✓		I		18
19		F	*			25
26			○▼			

Pay Period 11/01/23 – 11/30/23 (22 days)

February 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			31	1	2	3
4			◆	❖	#	10
11	△	✓		I		17
18		F	*			24
25			○▼			

Pay Period 01/31/24 – 02/29/24 (22 days)

May 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5			◆	❖	#	11
12	△	✓		I		18
19		F	*			25
26			○▼			

Pay Period 05/01/24 – 05/30/24 (22 days)

September 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3					◆	9
10	△	✓		I	●	16
17		F	*			23
24			○▼			

Pay Period 09/01/23 – 09/30/23 (21 days)

December 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3					◆	9
10	△	✓		I	●	16
17		F	*			23
24			○▼			

Pay Period 12/01/23 – 12/31/23 (21 days)

March 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3					◆	9
10	△	✓		I	●	16
17		F	*			23
24			○▼			

Pay Period 03/01/24 – 03/31/24 (21 days)

June 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					31	1
2					◆	8
9	△	✓		I	●	15
16		F	*			22
23			○▼			

Pay Period 05/31/24 – 06/30/24 (21 days)