



2024-2025 University Payroll Calendar

	Academic Day – 85 academic days (Fall); 86 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 (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, 2025 .
	Year-End Work Study Approval Deadline (May 19th 12:00 noon) – Deadline to approve Work Study time.

University Holiday Schedule

Independence Day – 07/04/24	Indigenous Peoples' Day (observed) – 12/30/24
Labor Day – 09/02/24	Campus Closed – 12/31/24* (NOT A COVERED HOLIDAY)
Veterans' Day – 11/11/24	New Year's Day – 01/01/25
Thanksgiving Day – 11/28/24	Martin Luther King, Jr. Day – 01/20/25
Admission Day (observed) – 11/29/24	César Chávez Day – 03/31/25
Christmas Day – 12/25/24	Memorial Day – 05/26/25
Lincoln's Birthday (observed) – 12/26/24	Juneteenth – 06/19/25
Washington's Birthday (observed) – 12/27/24	

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

*12/31/24: Warrants distributed in University Cash Services from 9:00 a.m. – 10:00 a.m. due to holiday closure.

July 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	◆	❖	#			
7		△ ✓			I	
14	●		F	★		
21	⊠					
28		○ ▼				

Pay Period 07/01/24 – 07/30/24 (22 days)

October 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		◆		❖	#	
6			△ ✓			
13	I	●		F	★	
20		⊠				
27			○ ▼			

Pay Period 10/01/24 – 10/30/24 (22 days)

January 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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5	#	△	✓			
12	I	●	F	★		
19		⊠				
26			○ ▼			

Pay Period 01/01/25 – 01/30/25 (22 days)

April 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		◆		❖	#	
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13	I	●		F	★	
20		⊠				
27			○ ▼			

Pay Period 04/01/25 – 04/30/25 (22 days)

August 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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4	❖	#		△	✓	
11		I		●	F	
18	★		⊠			
25				○ ▼		

Pay Period 07/31/24 – 08/29/24 (22 days)

November 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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3	❖	△ #			I ✓	
10				F	● ★	
17		⊠				
24			○ ▼			

Pay Period 10/31/24 – 11/30/24 (22 days)

February 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2		❖	#		△	
9	✓		I		●	
16	F	★		⊠		
23					○ ▼	

Pay Period 01/31/25 – 02/28/25 (21 days)

May 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				◆		
4	❖	#		△	✓	
11		I		●	F	
18	★	⊠				
25				○ ▼		

Pay Period 05/01/25 – 05/31/25 (22 days)

September 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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1		❖	#			
8	△ ✓			I	●	
15		F	★		⊠	
22						
29	○ ▼					

Pay Period 08/30/24 – 09/30/24 (22 days)

December 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	◆	❖	#		△	
8	✓		I		●	
15	F	★		⊠		
22						
29		○ ▼				

Pay Period 12/01/24 – 12/31/24 (22 days)

March 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	◆	❖	#		△	
9	✓		I		●	
16	F	★		⊠		
23						
30					○ ▼	

Pay Period 03/01/25 – 03/31/25 (21 days)

June 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	◆	❖	#	△	☞	
8	✓	I			● F	
15	★		⊠			
22						
29	○ ▼					

Pay Period 06/01/25 – 06/30/25 (21 days)