

2015-2016 University Payroll Calendar

- Academic Day 86 academic days (Fall 2015); 86 academic days (Spring 2016).
- Campus Closed All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below).
- Payday for Faculty and Staff Pay warrants distributed to department designees by University Cash Services after 12:00 Noon.
- Payday for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and Special Pay 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.
- Authorizations for Special Pay (ASP) Special pay authorizations due to Faculty Affairs.

Master Payroll Certification (MPC)

- Initial Run Payroll data captured and available for review and certification.
- \mathbf{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 reissuance of master warrants. All Docks must be keyed and approved in Absence Management by
- Fiscal Year-End Closing Deadline All payroll related transactions for fiscal year 2015-2016 that are not in 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 funds.
- Year-End Work Study Approval Deadline Last day to approve work study time.

University Holiday Schedule 2015-2016

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| Independence Day observed – 07/03/15 | Washington's Birthday observed – 12/29/15 |
| Labor Day – 09/07/15 | Columbus Day observed – 12/30/15 |
| Veterans' Day - 11/11/15 | Campus Closed – 12/31/15* (NOT A COVERED HOLIDAY) |
| Thanksgiving Day – 11/26/15 | New Year's Day – 01/01/16 |
| Admission Day observed – 11/27/15 | Martin Luther King, Jr. Day – 01/18/16 |
| Christmas Day - 12/25/15 | César Chávez Day – 03/31/16 |
| Lincoln's Birthday observed – 12/28/15 | Memorial Day – 05/30/16 |

One Personal Holiday to be used by December 31st, as requested and approved. *12/31/15: Warrants distributed in University Cash Services from 12:00 noon - 2:00 p.m. due to holiday closure.

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Pay Period 07/01/15 - 07/30/15 (22 days)

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Pay Period 10/01/15 – 10/31/15 (22 days)

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Pay Period 01/01/16 - 01/31/16 (21 days)

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Pay Period 04/01/15 - 04/30/16 (21 days)

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Pay Period 07/31/15 - 08/31/15 (22 days)

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Pay Period 02/01/16- 03/01/16 (22 days)

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Pay Period 05/01/16 05/31/16 (22 days)

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Pay Period 12/02/15 - 12/31/15 (22 days)

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Pay Period 03/02/16 - 03/31/16 (22 days)

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Pay Period 06/01/16 06/30/16 (22 days)