CSUN | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

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)

I — 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 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

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.

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

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

Pay Period 09/01/15 – 09/30/15 (22 days)

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

Pay Period 11/01/15 – 12/01/15 (22 days)

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

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

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

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

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

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

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