CSUN
CALIFORNIA STATE UNIVERSITY NORTHRIDGE

2016-2017 University Payroll Calendar

Symbol	Description
▇ (pink)	**Academic Day** – 84 academic days *(Fall)*; 87 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 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.
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** – Last day to enter time, review all exceptions, and pay students from work study fund – 12:00 noon
⊗	**Year-End Work Study Approval Deadline** – Last day to approve work study time.

University Holiday Schedule

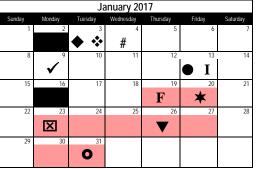|	
Independence Day observed – 07/04/16	Washington's Birthday observed – 12/28/16
Labor Day – 09/05/16	Columbus Day observed – 12/29/16
Veterans' Day – 11/11/16	▇ Campus Closed – 12/30/16* *(NOT A COVERED HOLIDAY)*
Thanksgiving Day – 11/24/16	New Year's Day observed – 01/02/17
Admission Day observed – 11/25/16	Martin Luther King, Jr. Day – 01/16/17
Christmas Day observed – 12/26/16	César Chávez Day – 03/31/17
Lincoln's Birthday observed – 12/27/16	Memorial Day observed – 05/29/17

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

***12/30/16**: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.

July 2016 — Pay Period 07/01/16 – 08/01/16 (22 days)
August 2016 — Pay Period 08/02/16 – 08/31/16 (22 days)
September 2016 — Pay Period 09/01/16 – 09/30/16 (22 days)
October 2016 — Pay Period 10/01/16 – 10/31/16 (21 days)
November 2016 — Pay Period 11/01/16 – 11/30/16 (22 days)
December 2016 — Pay Period 12/01/16 – 12/31/16 (22 days)
January 2017 — Pay Period 01/01/17 – 01/31/17 (22 days)
February 2017 — Pay Period 02/01/17 – 03/01/17 (21 days)
March 2017 — Pay Period 03/02/17 – 03/31/17 (22 days)
April 2017 — Pay Period 04/01/17 – 05/01/17 (21 days)
May 2017 — Pay Period 05/02/17 – 05/31/17 (22 days)
June 2017 — Pay Period 06/01/17 – 06/30/17 (22 days)