CSUN

CALIFORNIA STATE UNIVERSITY NORTHRIDGE

2017-2018 University Payroll Calendar

	Academic Day – 84 academic days (Fall); 88 academic days (Spring).		
	Campus Closed – All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below).		
0	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 Code(s): 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)		
Δ	Additional Pay Approvals due (Job Code(s): 2403)		
	Master Payroll Certification (MPC)		
Ι	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.		
X	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.		
T:	nd Labor 9. Abconce Management		

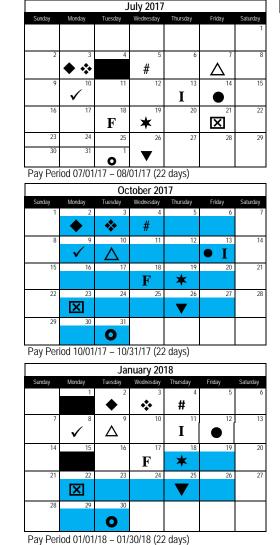
Time and Labor & Absence Management

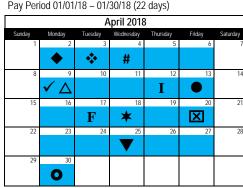
*	Monthly Time Entry Deadline – Last day to enter time and attendance. Timekeepers to review and resolve all exceptions by close of business.	
#	Monthly Approval Deadline – Last day to approve time and attendance. Approvers to review and resolve all exceptions by close of business. Late approvals may result in inaccurate balances and/or a delay in pay.	
\checkmark	Monthly Leave Balances – Monthly leave accruals and balances are updated in the system.	
\otimes	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.	
\otimes	Year-End Work Study Approval Deadline – Last day to approve Work Study time – 12:00 noon.	

University Holiday Schedule

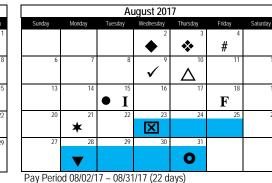
Independence Day – 07/04/17	Washington's Birthday Observed – 12/27/17		
Labor Day – 09/04/17	Columbus Day observed – 12/28/17		
Veterans' Day Observed – 11/10/17	Campus Closed – 12/29/17* (NOT A COVERED HOLIDAY)		
Thanksgiving Day – 11/23/17	New Year's Day – 01/01/18		
Admission Day Observed – 11/24/17	Martin Luther King, Jr. Day – 01/15/18		
Christmas Day – 12/25/17	César Chávez Day Observed – 03/30/18		
Lincoln's Birthday Observed – 12/26/17	Memorial Day – 05/28/18		

One Personal Holiday to be used by December 31^{st,} as requested and approved. *12/29/17: Warrants distributed in University Cash Services from 12:00 noon – 2:00 p.m. due to holiday closure.





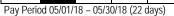
Pay Period 04/01/18 - 04/30/18 (21 days)





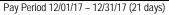


May 2018 Sunday Thursday ** • # $\checkmark \Delta$ Ι 18 15 16 $\otimes \mathbf{F}$ $\otimes *$ 24 21 22 25 X ▼ 28 29 0











June 2018 Wednesday Sunday Monday Tuesday Thursday Friday Saturda • 🚸 • # $\checkmark \triangle$ Ι • F X *

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Pay Period 05/31/18 - 06/30/18 (22 days)

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