

# PAYROLL CALENDAR 2018 - 2019

| JULY 2018                |      |    |    |      |      |      |
|--------------------------|------|----|----|------|------|------|
| Jul 1 - Jul 31 = 22 days |      |    |    |      |      |      |
| S                        | M    | Tu | W  | Th   | F    | S    |
|                          | 1 dd | 2  | 3  | 4 tl | 5 AM | 6 TL |
| 7                        | 8    | 9  | 10 | 11   | 12 I | 13   |
| 14                       | 15   | 16 | 17 | 18   | 19   | 20   |
| 21                       | 22   | 23 | 24 | 25   | 26   | 27   |
| 28                       | 29   | 30 | 31 |      |      |      |

| AUGUST 2018              |      |      |      |    |    |    |
|--------------------------|------|------|------|----|----|----|
| Aug 1 - Aug 30 = 22 Days |      |      |      |    |    |    |
| S                        | M    | Tu   | W    | Th | F  | S  |
|                          |      |      | 1 dd | 2  | 3  | 4  |
| 5                        | 6 AM | 7 TL | 8    | 9  | 10 | 11 |
| 12                       | 13   | 14   | 15 I | 16 | 17 | 18 |
| 19                       | 20   | 21   | 22   | 23 | 24 | 25 |
| 26                       | 27   | 28   | 29   | 30 |    |    |

| SEPTEMBER 2018            |    |    |      |      |       |    |
|---------------------------|----|----|------|------|-------|----|
| Aug 31 - Sep 30 = 21 Days |    |    |      |      |       |    |
| S                         | M  | Tu | W    | Th   | F     | S  |
|                           |    |    |      |      | 31 dd | 1  |
| 2                         | 3  | 4  | 5 AM | 6 TL | 7     | 8  |
| 9                         | 10 | 11 | 12   | 13   | 14 I  | 15 |
| 16                        | 17 | 18 | 19   | 20   | 21    | 22 |
| 23                        | 24 | 25 | 26   | 27   | 28    | 29 |
| 30                        |    |    |      |      |       |    |

| OCTOBER 2018             |      |    |    |      |      |    |
|--------------------------|------|----|----|------|------|----|
| Oct 1 - Oct 30 = 22 Days |      |    |    |      |      |    |
| S                        | M    | Tu | W  | Th   | F    | S  |
|                          | 1 dd | 2  | 3  | 4 AM | 5 TL | 6  |
| 7                        | 8    | 9  | 10 | 11   | 12   | 13 |
| 14                       | 15 I | 16 | 17 | 18   | 19   | 20 |
| 21                       | 22   | 23 | 24 | 25   | 26   | 27 |
| 28                       | 29   | 30 |    |      |      |    |

| NOVEMBER 2018             |      |      |       |      |    |    |
|---------------------------|------|------|-------|------|----|----|
| Oct 31 - Nov 29 = 22 Days |      |      |       |      |    |    |
| S                         | M    | Tu   | W     | Th   | F  | S  |
|                           |      |      | 31 dd | 1    | 2  | 3  |
| 4                         | 5 AM | 6 TL | 7     | 8    | 9  | 10 |
| 11                        | 12   | 13   | 14    | 15 I | 16 | 17 |
| 18                        | 19   | 20   | 21    | 22   | 23 | 24 |
| 25                        | 26   | 27   | 28    | 29   |    |    |

| DECEMBER 2018             |    |    |      |      |       |    |
|---------------------------|----|----|------|------|-------|----|
| Nov 30 - Dec 31 = 22 Days |    |    |      |      |       |    |
| S                         | M  | Tu | W    | Th   | F     | S  |
|                           |    |    |      |      | 30 dd | 1  |
| 2                         | 3  | 4  | 5 AM | 6 TL | 7     | 8  |
| 9                         | 10 | 11 | 12   | 13 I | 14    | 15 |
| 16                        | 17 | 18 | 19   | 20   | 21    | 22 |
| 23                        | 24 | 25 | 26   | 27   | 28    | 29 |
| 30                        | 31 |    |      |      |       |    |

| JANUARY 2019             |      |    |      |    |    |    |
|--------------------------|------|----|------|----|----|----|
| Jan 1 - Jan 30 = 22 Days |      |    |      |    |    |    |
| S                        | M    | Tu | W    | Th | F  | S  |
|                          |      | 1  | 2 dd | 3  | 4  | 5  |
| 6 AM                     | 7 TL | 8  | 9    | 10 | 11 | 12 |
| 13                       | 14 I | 15 | 16   | 17 | 18 | 19 |
| 20                       | 21   | 22 | 23   | 24 | 25 | 26 |
| 27                       | 28   | 29 | 30   |    |    |    |

| FEBRUARY 2019             |    |      |      |       |    |    |
|---------------------------|----|------|------|-------|----|----|
| Jan 31 - Feb 28 = 21 Days |    |      |      |       |    |    |
| S                         | M  | Tu   | W    | Th    | F  | S  |
|                           |    |      |      | 31 dd | 1  | 2  |
| 3                         | 4  | 5 AM | 6 TL | 7     | 8  | 9  |
| 10                        | 11 | 12   | 13   | 14 I  | 15 | 16 |
| 17                        | 18 | 19   | 20   | 21    | 22 | 23 |
| 24                        | 25 | 26   | 27   | 28    |    |    |

| MARCH 2019               |    |    |      |      |      |    |
|--------------------------|----|----|------|------|------|----|
| Mar 1 - Mar 31 = 21 Days |    |    |      |      |      |    |
| S                        | M  | Tu | W    | Th   | F    | S  |
|                          |    |    |      |      | 1 dd | 2  |
| 3                        | 4  | 5  | 6 AM | 7 TL | 8    | 9  |
| 10                       | 11 | 12 | 13   | 14 I | 15   | 16 |
| 17                       | 18 | 19 | 20   | 21   | 22   | 23 |
| 24                       | 25 | 26 | 27   | 28   | 29   | 30 |
| 31                       |    |    |      |      |      |    |

| APRIL 2019               |      |      |    |    |      |      |
|--------------------------|------|------|----|----|------|------|
| Apr 1 - Apr 30 = 22 Days |      |      |    |    |      |      |
| S                        | M    | Tu   | W  | Th | F    | S    |
|                          |      | 1 dd | 2  | 3  | 4 AM | 5 TL |
| 6                        | 7    | 8    | 9  | 10 | 11   | 12   |
| 13                       | 14 I | 15   | 16 | 17 | 18   | 19   |
| 20                       | 21   | 22   | 23 | 24 | 25   | 26   |
| 27                       | 28   | 29   | 30 |    |      |      |

| MAY 2019                 |      |      |      |    |    |    |
|--------------------------|------|------|------|----|----|----|
| May 1 - May 30 = 22 Days |      |      |      |    |    |    |
| S                        | M    | Tu   | W    | Th | F  | S  |
|                          |      |      | 1 dd | 2  | 3  | 4  |
| 5                        | 6 AM | 7 TL | 8    | 9  | 10 | 11 |
| 12                       | 13   | 14   | 15 I | 16 | 17 | 18 |
| 19                       | 20   | 21   | 22   | 23 | 24 | 25 |
| 26                       | 27   | 28   | 29   | 30 |    |    |

| JUNE 2019                 |    |    |      |      |       |    |
|---------------------------|----|----|------|------|-------|----|
| May 31 - Jun 30 = 21 Days |    |    |      |      |       |    |
| S                         | M  | Tu | W    | Th   | F     | S  |
|                           |    |    |      |      | 31 dd | 1  |
| 2                         | 3  | 4  | 5 AM | 6 TL | 7     | 8  |
| 9                         | 10 | 11 | 12   | 13 I | 14    | 15 |
| 16                        | 17 | 18 | 19   | 20   | 21    | 22 |
| 23                        | 24 | 25 | 26   | 27   | 28    | 29 |
| 30                        |    |    |      |      |       |    |

- Campus Open**
- Academic Work Days - 172 total**
- Campus Closed** - All academic and administrative operations closed for a scheduled holiday or campus
- Academic Day - State Support Programs**

**Fall 2018 Semester**  
 85 Academic Work Days: 8/22/2018 - 12/21/2018  
 Weekday classes begin: 8/22/2018  
 Final Exams: 12/10/2018 - 12/15/2018

**Spring 2019 Semester**  
 87 Academic Work Days: 1/17/2019 - 5/24/2019  
 Weekday classes begin: 1/22/2019  
 Final Exams: 5/11/2019 - 5/17/2019

**Summer 2018**  
 Session II: 1st official day of classes: 7/2/2018  
 Session II ends: 8/3/2018

**Summer 2019**  
 Session I: 1st official day of classes: 5/28/2019  
 Session I ends: 6/28/2019

**Spring Recess: 3/18/2019 - 3/22/2019**  
**Commencement : 5/18/2019**  
 - Info Provided by: Academic Resources - Academic Calendar

- Pay Day for Faculty & Staff:** Pay warrants distributed to department designee. \*\*
- I* **Pay Day for Students, Hourly/Intermittent, Extended University Instructors and Overtime Pay:** Pay warrants provided to individual employees. \*\*
- dd **Direct Deposit Posted:** Monthly pay posted by financial institutions for those employees enrolled in the
- Attendance Due After Master Payday:** Instructional Student Assistant timesheets; Timesheets for part-time, non-exempt staff, Public Safety Officers (Absence and Additional Time Worked form, std 634). **NOTE:** std 634 required for ALL staff and faculty upon separation, leave of absence and/or amended AMSS entries. Timesheets required for ALL students upon separation, late submission of hours to TLSS or amending hours after TLSS processing. **Please note:** Forms received after the deadline may result in delay of pay. Supporting Payroll Documents to be submitted: Shift Differential, Authorization for Extra Hours Worked for Pay, Alternate Work Schedule Calendar (submit ONLY when holiday falls on a regular day off), Confirmation of Appearance for Jury Duty.\*\*
- AM **Absence Management:** Department deadline to submit approved absences in Absence Management Self Service (AMSS).
- tl **Student Time Reporting:** Deadline to submit hours worked in Time & Labor Self-Service (TLSS).
- TL **Department Approver:** Deadline to approve students (reported/payable) hours in Time & Labor Self-Service (TLSS).
- ✓ **Monthly Deadline for Personal Data Changes:** Deadline to submit address changes, tax withholdings, and other changes to Human Resources. Please note that annual W-2 statements are mailed each January from the State Controller's Office to employee address on file as of December 1st. Deadline calculated as: 4 working days prior to Payroll Cutoff. Deadline for 672 Time and Attendance Certification and to submit signed master certification document to Payroll Office.
- ☒ **Payroll Cutoff:** Last day for Payroll to process dock notices, separations, NDI/IDL and all other payroll anomalies. Information reported after this date may require re-issuance of master warrants. \*\*
- ◆ **Fiscal Year End Closing Deadline** - All payroll related transactions for this fiscal year that are not in the system must be submitted to HR BY 5:00 pm.

**NOTE: ALL** warrants are available and released each payday **AFTER 3PM** at Student Business Services to your Department/Program Warrant Officer  
 \*\* **Deadline/Distribution info as stated by: D200PPM**

## University Holiday Schedule 2018 - 2019

- Independence Day - 7/4/2018 (Wed)
- Lincoln's Birthday Observed - 12/27/2018 (Thu)
- Labor Day - 9/3/2018 (Mon)
- Washington's Birthday Observed - 12/28/2018 (Fri)
- Veterans Day - 11/12/2018 (Mon)
- New Year's Day - 1/1/2019 (Tue)
- Thanksgiving Day - 11/22/2018 (Thur)
- Martin Luther King, Jr. Day - 1/21/2019 (Mon)
- Admission Day Observed - 11/23/2018 (Fri)
- Cesar Chavez Day - 4/1/19 (Mon)
- Christmas Day - 12/25/2018 (Tue)
- Memorial Day Observed - 5/27/2019 (Mon)
- Columbus Day Observed - 12/26/2018 (Wed)