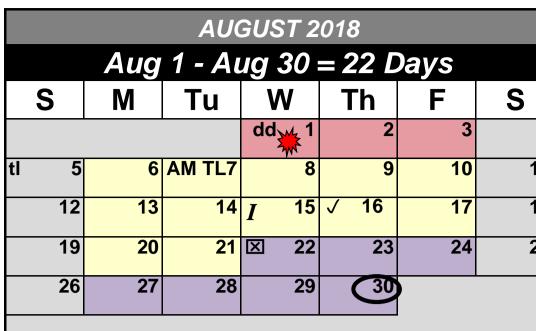
PAYROLL CALENDAR 2018 - 2019

	JULY 2018							
	Jul 1 - Jul 31 = 22 days							
S	Μ	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						

	OCTOBER 2018							
	<i>Oct 1 - Oct 30 = 22 Days</i>							
S		M Tu W Th F S						S
		dd	*1	2	3	4	AM tl 5	6
TL	7		8	9	10	11	12	13
-	14	Ι	15	√ 16	17	18	19	20
2	21	X	22	23	24	25	26	27
2	28		29	30	•			

	JANUARY 2019							
	Jan 1 - Jan 30 = 22 Days							
S	Μ	Tu	W	Th	F	S		
		1	dd <mark>₩</mark> 2	3	4	tl 5		
6	AM TL7	8	9	10	11	12		
13	14	I ¹⁵	√ 16	17	18	19		
20	21	⊠ 22	23	24	25	26		
27	28	29	30					

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



	NOVEMBER 2018								
	Oct 31 -Nov 29 = 22 Days								
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				dd <mark>₩</mark> 31	1	2			
tl	4	5	AM 6 TL	7	8	9	1		
	11	12	√ 13	14	I ¹⁵	16	1		
	18	⊠ 19	20	21	22	23	2		
	25	26	27	28	29				

FEBRUARY 2019								
	Jan 31 - Feb 28 = 21 Days							
S	Μ	Tu	W	Th	F	S		
				dd 💥 31	1			
3	tl 4	5	AM TL6	7	8			
10	11	12	13	√ 14	I 15	1		
17	18	19	区 20	21	22	2		
24	25	26	27	28	>			

	MAY 2019								
	May 1 - May 30 = 22 Days								
	S	Μ	Tu	W	Th	F	S		
				dd 💥 1	2	3			
tl	5	6	AM TL7	8	9	10	1		
	12	13	14	√ <i>I</i> 15	16	17	1		
	19	20	⊠ 21	22	23	24	2		
	26	27	28	29	30	>			



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CALIFORNIA STATE UNIVERSITY

	SEPTEMBER 2018						
	Aug	31 - S	ep 30	=21	Days		
S	Μ	Tu	W	Th	F	S	
					dd 31	1	
2	3	tl 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							

	DECEMBER 2018						
	<i>Nov 30 - Dec 31 = 22 Days</i>						
S	Μ	Tu	W	Th	F	S	
				-	dd 💥 30	1	
2	3	tl 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	3						

	MARCH 2019							
	Mar	r 1 - M	ar 31	- 21 D	ays			
S	Μ	Tu	W	Th	F	S		
					dd 1	2		
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10	11	12	13	14	√ I 15	16		
17	18	19	20	⊠ 21	22	23		
24	25	26	27	28	29	30		
31								

	JUNE 2019 May 31 - Jun 30 = 21 Days							
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16	17	18	⊠ 19	20	21	22		
23	24	25	26	27	28	29		
30								



Campus Open

Campus Closed - All academic and administrative operations closed for a scheduled holiday or campus

Fall 2018 Semester	
85 Academic Work Days:	
Weekday classes begin:	8/22/2018
Final Exams:	12/10/2018 - 12
Spring 2019 Semester	
87 Academic Work Days:	
Weekday classes begin:	1/22/2019
Final Exams:	5/11/2019 - 5/1

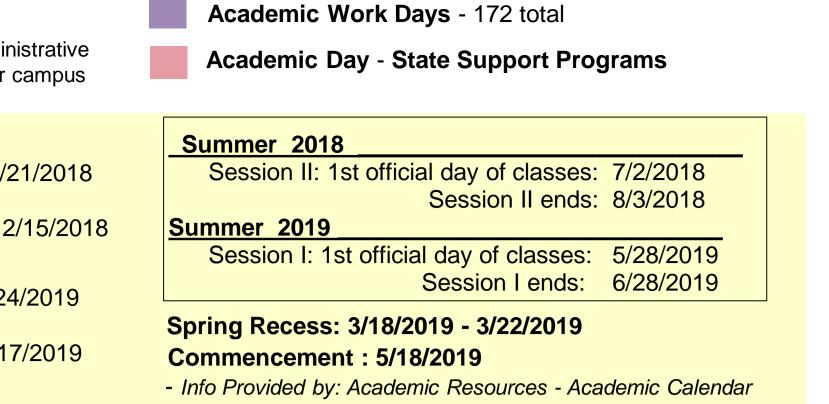
- warrants provided to individual employees. **
- dd
- regular day off), Confirmation of Appearance for Jury Duty.**
- AM Self Servce (AMSS).
- TL Service (TLSS) .
- signed master certification document to Payroll Office.
- X

system must be submitted to HR **BY** 5:00 pm.

NOTE: <u>ALL</u> 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



Independence Day - 7/4/2018 (We Labor Day - 9/3/2018 (Mon) Veterans Day - 11/12/2018 (Mon) Thanksgiving Day - 11/22/2018 (T Admission Day Observed - 11/23 Christmas Day - 12/25/2018 (Tue) Columbus Day Observed - 12/26/2



Pay Day for Faculty & Staff: Pay warrants distributed to department designee. **

Pay Day for Students, Hourly/Intermittent, Extended University Instructors and Overtime Pay: Pay

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 parttime, 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

Absence Management: Department deadline to submit <u>approved</u> absences in Absence Management

Student Time Reporting: Deadline to submit hours worked in Time & Labor Self-Service (TLSS).

Department Approver: Deadline to <u>approve</u> students (reported/<u>payable</u>) hours in Time & Labor Self-

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

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

University Holiday Schedule 2018 - 2019

Lincoln's Birthday Observed - 12/27/2018 (Thu)
Washington's Birthday Observed - 12/28/2018 (Fri)
New Year's Day - 1/1/2019 (Tue)
Martin Luther King, Jr. Day - 1/21/2019 (Mon)
Cesar Chavez Day - 4/1/19 (Mon)
Memorial Day Observed- 5/27/2019 (Mon)