

PAYROLL CALENDAR 2014 - 2015



JULY 2014						
Jul 1 - Jul 30 = 22 days						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

AUGUST 2014						
Jul 31 - Aug 31 = 22 Days						
S	M	Tu	W	Th	F	S
				31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2014						
Sep 1 - Sep 30 = 22 Days						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2014						
Oct 1 - Oct 30 = 22 Days						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 2014						
Oct 31 - Dec 1 = 22 Days						
S	M	Tu	W	Th	F	S
					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1					

DECEMBER 2014						
Dec 2 - Dec 31 = 22 Days						
S	M	Tu	W	Th	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2015						
Jan 1 - Jan 29 = 21 Days						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

FEBRUARY 2015						
Jan 30 - Feb 28 = 21 Days						
S	M	Tu	W	Th	F	S
					30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2015						
Mar 1 - Mar 31 = 22 Days						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2015						
Apr 1 - Apr 30 = 22 Days						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2015						
May 1 - May 31 = 21 Days						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2015						
Jun 1 - Jun 30 = 22 Days						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	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 closure (see University Holiday Schedule below).

Academic Work Days - 173 total

Fall 2014 Semester
87 Academic Work Days: 8/20/2014 - 12/22/2014
Weekday classes begin: 8/25/2014
Final Exams: 12/09/2014 - 12/15/2014

Spring 2015 Semester
86 Academic Work Days: 1/16/2015 - 5/22/2015
Weekday classes begin: 1/20/2015
Final Exams: 5/09/2015 - 5/15/2015

Academic Day - State Support Programs

Summer 2015 Term (11 weeks) 2 Sessions
Session I 1st official day of classes: 5/26/2015
Session I ends: 6/26/2015
Session II 1st official day of classes: 6/29/2015
Session II ends: 8/7/2015

Spring Recess: 3/16/2015 - 3/21/2015
Commencement : 5/16/2015

- Info Provided by: Academic Resources - Academic Calendar

- Pay Day for Faculty & Staff** - Pay warrants distributed to department designee. **
- Pay Day for Students, Hourly/Intermittent, Extended University Instructors and Overtime Pay** - Pay warrants p to individual employees. **
- Direct Deposit Posted** - Monthly pay posted by financial institutions for those employees enrolled in the Direct Depo Program. **
- Attendance Due After Master Payday:** Instructional Student Assistant timesheets; Timesheets for part-time, non-exemp Public Safety Officers (Absence and Additional Time Worked form, std 634). **NOTE:** std 634 required for ALL staff and fact separation, leave of absence and/or amended AMSS entries. Timesheets required for ALL students upon separation, late of hours to TLSS or amending hours after TLSS processing. **Please note:** Forms received after the deadline may result in (pay. **Supporting Payroll Documents to be submitted:** Shift Differential, Authorization for Extra Hours Worked for Pay, Altern: Schedule Calendar (submit ONLY when holiday falls on a regular day off), Confirmation of Appearance for Jury Duty.**
- Absence Management** - Department deadline to submit approved absences in Absence Management Self Service (
- Student Time Reporting** - Deadline to submit hours worked in Time & Labor Self-Service (TLSS).
- 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 char Human Resources. Please note that annual W-2 statements are mailed each January from the State Controller's Office to e address on file as of December 1st. Deadline calculated as: 4 working days prior to Payroll Cutoff. Deadline for 672 Time 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. Inform: reported after this date may require re-issuance of master warrants. **

NOTE: ALL warrants are available and released each payday **AFTER** 3PM at Student Business Services
** *Deadline/Distribution info as stated by: D200PPM*



University Holiday Schedule 2014 - 2015



Independence Day - 7/4/2014 (Fri)
Labor Day - 9/1/2014 (Mon)
Veterans Day - 11/11/2014 (Tue)
Thanksgiving Day - 11/27/2014 (Thur)
Admission Day Observed - 11/28/2014 (Fri)
Christmas Day - 12/25/2014 (Thur)
Columbus Day Observed - 12/26/2014 (Fri)

Lincoln's Birthday Observed - 12/29/2014 (Mon)
Washington's Birthday Observed - 12/30/2014
New Year's Day - 1/1/2015 (Thur)
Martin Luther King, Jr. Day - 1/19/2015 (Mon)
Cesar Chavez Day - 3/31/2015 (Tues)
Memorial Day - 5/25/2015 (Mon)