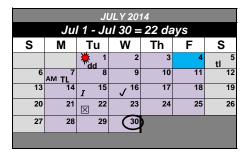
## PAYROLL CALENDAR 2014 - 2015



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				OBER :			
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		JAN	UARY 2	2015				
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	MARCH 2015							
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APRIL 2004

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31						

Jun 1 - Jun 30 = 22 Days										
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28	29	3	)							





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 Cale

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 facu 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, Alterna 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 Servce (

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 € 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. Information 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)

Payroll Calendar California State University, Channel Islands