**PAYROLL CALENDAR 2015 - 2016**

### Fall 2015 Semester
- **87 Academic Work Days**: 8/19/2015 - 12/21/2015
- Weekday classes begin: 8/24/2015
- Final Exams: 12/8/2015 - 12/14/2015

### Spring 2016 Semester
- **87 Academic Work Days**: 1/22/2016 - 5/27/2016
- Weekday classes begin: 1/25/2016
- Final Exams: 5/14/2016 - 5/20/2016

### Summer 2015
- **Session II, 1st official day of classes**: 6/29/2015
- **Session II ends**: 8/7/2015

### Spring Recess
- **Spring Recess**: 3/21/2016 - 3/26/2016
- **Commencement**: 5/21/2016
- *Info Provided by: Academic Resources - Academic Calendar*

### Payroll Cutoff
- Pay Day for Faculty & Staff: Pay warrants distributed to department designee. **
- Pay Day for Students, Hourly/Intermittent, Extended University Instructor and Overtime Pay: Pay warrants provided to individual employees. **
- **Direct Deposit Posted**:
  - Monthly pay posted by financial institutions for those employees enrolled in the Direct Deposit Program. **
- **Attendance Due After Master Payday**:
  - Instrucional 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 Day). **
- **Absence Management**:
  - Department deadline to submit approved absences in Absence Management Self Service (AMSS).
- **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 change requests, tax withholdings, and other changes to Human Resources. Please note that annual W-2 statements were 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 drop notices, separations, ND/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 fiscal year 2015/2016 that are not in the system must be submitted to HR BY 5:00 pm.

### Note:
- **Deadline/Distribution Info as stated by: D200PPM**

### University Holiday Schedule 2015 - 2016

- **Independence Day** - 7/3/2015 (Fri)
- **Labor Day** - 9/7/2015 (Mon)
- **Veteran’s Day** - 11/11/2015 (Wed)
- **Thanksgiving Day** - 11/26/2015 (Thu)
- **Admission Day Observed** - 11/27/2015 (Fri)
- **Christmas Day** - 12/25/2015 (Fri)
- **Columbus Day Observed** - 12-28/2015 (Mon)
- **Martin Luther King, Jr. Day** - 1/18/2016 (Mon)
- **Lincoln’s Birthday Observed** - 12/29/2015 (Tue)
- **Washington’s Birthday Observed** - 2/15/2016 (Mon)
- **New Year’s Day** - 1-1/2016 (Fri)
- **Cesar Chavez Day** - 3-31/2016 (Thu)
- **Memorial Day** - 5-30/2016 (Mon)

### Important Dates
- **Commencement**: 5/21/2016
- **Info Provided by**: Academic Resources - Academic Calendar