

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 |
| 6 | AM | 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 | |

| AUGUST 2018 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Aug 1 - Aug 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | dd | 1 | 2 | 3 |
| 4 | 5 | 6 | AM | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 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 |
| | | | | | dd | 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 | | | | | |

| OCTOBER 2018 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Oct 1 - Oct 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | dd | 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 2018 | | | | | | |
|---------------------------|----|----|----|----|----|----|
| Oct 31 - Nov 29 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | dd | 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 | |

| DECEMBER 2018 | | | | | | |
|---------------------------|----|----|----|----|----|----|
| Nov 30 - Dec 31 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | dd | 30 |
| 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 | | | | |

| JANUARY 2019 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Jan 1 - Jan 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | 1 | dd | 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 | | |

| FEBRUARY 2019 | | | | | | |
|---------------------------|----|----|----|----|----|----|
| Jan 31 - Feb 28 = 21 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | dd | 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 2019 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Mar 1 - Mar 31 - 21 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | dd | 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 | | | | |

| APRIL 2019 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Apr 1 - Apr 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | 1 | dd | 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 2019 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| May 1 - May 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | dd | 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 | |

| JUNE 2019 | | | | | | |
|---------------------------|----|----|----|----|----|----|
| May 31 - Jun 30 = 21 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | dd | 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 | | | | | |

Campus Open

Campus Closed - All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule).

Academic Work Days - 172 total

Academic Day - State Support Programs

Fall 2018 Semester

85 Academic Work Days: 8/22/2018 - 12/21/2018
Weekday classes begin: 8/27/2018
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)
Labor Day - 9/3/2018 (Mon)
Veterans Day - 11/12/2018 (Mon)
Thanksgiving Day - 11/22/2018 (Thur)
Admission Day Observed - 11/23/2018 (Fri)
Christmas Day - 12/25/2018 (Tue)
Columbus Day Observed - 12/26/2018 (Wed)

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)



Channel Islands
CALIFORNIA STATE UNIVERSITY