**PAYROLL CALENDAR 2016 - 2017**

<table>
<thead>
<tr>
<th>JULY 2016</th>
<th>AUGUST 2016</th>
<th>SEPTEMBER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 1 - Aug 1 = 22 Days</td>
<td>Aug 2 - Aug 31 = 22 Days</td>
<td>Sep 1 - Sep 30 = 22 Days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER 2016</th>
<th>NOVEMBER 2016</th>
<th>DECEMBER 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 1 - Oct 31 = 21 Days</td>
<td>Nov 1 - Nov 30 = 22 Days</td>
<td>Dec 1 - Dec 31 = 22 Days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JANUARY 2017</th>
<th>FEBRUARY 2017</th>
<th>MARCH 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 1 - Jan 31 = 22 Days</td>
<td>Feb 2 - Mar 1 = 21 Days</td>
<td>Mar 2 - Mar 31 = 22 Days</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>APRIL 2017</th>
<th>MAY 2017</th>
<th>JUNE 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 1 - May 1 = 21 Days</td>
<td>May 2 - May 31 = 22 Days</td>
<td>Jun 1 - Jun 30 = 22 Days</td>
</tr>
</tbody>
</table>

**Monthly Pay posted by financial institutions for those employees enrolled in the Direct Deposit Program**

**NOTE: All payroll related transactions for fiscal year 2016/2017 that are not in the system must be submitted to HR BY 5:00 pm.**

**University Holiday Schedule 2016 - 2017**

- **Independence Day** - 7/4/2016 (Mon)
- **Lincoln’s Birthday Observed** - 12/28/2016 (Wed)
- **Veterans Day** - 11/11/2016 (Fri)
- **New Year’s Day** - 1/1/2017 (Mon)
- **Admission Day Observed** - 11/25/2016 (Fri)
- **Martin Luther King, Jr. Day** - 1/16/2017 (Mon)
- **Christmas Day Observed** - 12/25/2016 (Mon)
- **Cesar Chavez Day** - 3/31/2017 (Fri)
- **General Holiday** - 5/29/2017 (Mon)
- **Thanksgiving Day** - 11/24/2016 (Thu)
- **Martin Luther King, Jr. Day** - 1/16/2017 (Mon)
- **Procession Day Observed** - 12/25/2016 (Mon)
- **Columbus Day Observed** - 10/10/2016 (Tue)

**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 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:** 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.

**Monthly Deadline for Personal Data Changes:** Department deadline to submit approved absences in Absence Management System (Amss).

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

**Department Approver:** Deadline to approve student’s reported/hourly pay in Time & Labor Self-Service (TLSS).

**Payroll Cutoff:** Last day for Payroll to process dock notices, separations, NDI/IDL and all other payroll warrants. Forms received after the deadline may result in delay of pay. Supporting payroll documents may result in delay of pay. Payment of hours worked by financial institutions for those employees enrolled in the Direct Deposit Program.

**Fiscal Year End Closing Deadline:** All payroll related transactions for fiscal year 2016/2017 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

**Independence Day** - 7/4/2016 (Mon)
- Labor Day - 9/5/2016 (Mon)
- Veterans Day - 11/11/2016 (Fri)
- Thanksgiving Day - 11/24/2016 (Thu)
- New Year’s Day - 1/1/2017 (Mon)
- Martin Luther King, Jr. Day - 1/16/2017 (Mon)
- Christmas Day Observed - 12/25/2016 (Mon)
- Columbus Day Observed - 12/27/2016 (Tue)
- Lincoln’s Birthday Observed - 12/28/2016 (Wed)
- Washington’s Birthday Observed - 12/29/2016 (Thu)
- Campus Closed - 12/29/2016 (Fri)
- Martin Luther King, Jr. Day - 1/16/2017 (Mon)
- Cesar Chavez Day - 3/31/2017 (Fri)
- Memorial Day - 5/29/2017 (Mon)

**No holiday available to cover closure on this day**