### PAYROLL CALENDAR 2018 - 2019

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<table>
<thead>
<tr>
<th>Month</th>
<th>Apr 1 - Apr 30 = 22 Days</th>
<th>May 1 - May 30 = 22 Days</th>
<th>Jun 1 - Jun 30 = 21 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juli 2018</td>
<td>2</td>
<td>2</td>
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<tr>
<td>AGUST 2018</td>
<td>3</td>
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<tr>
<td>Sept 2018</td>
<td>4</td>
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<tr>
<td>October 2018</td>
<td>5</td>
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<tr>
<td>Nov 2018</td>
<td>6</td>
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<tr>
<td>Dec 2018</td>
<td>7</td>
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<td>7</td>
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</tbody>
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### Student Time Reporting

- **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.

### Academic Work Days

- **Jan 1 - Jan 30 = 22 Days**
- **Feb 1 - Feb 28 = 21 Days**
- **Mar 1 - Mar 31 = 21 Days**
- **Apr 1 - Apr 30 = 22 Days**
- **May 1 - May 30 = 22 Days**
- **Jun 1 - Jun 30 = 21 Days**

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### University Holiday Schedule 2018 - 2019

- **Independence Day - 7/4/2018 (Wed)**
- **Labor Day - 9/3/2018 (Mon)**
- **Veterans Day - 11/11/2018 (Mon)**
- **Thanksgiving Day - 11/22/2018 (Thur)**
- **Admission Day Observed - 11/23/2018 (Fri)**
- **Christmas Day - 12/25/2018 (Tues)**
- **Columbus Day Observed - 10/8/2018 (Wed)**

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### Payroll Calendar Notes

- **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 AMIS entries. Timesheets required for ALL staff and faculty upon separation, leave of absence and/or amended AMIS entries. Timesheets required for ALL staff and faculty upon separation, leave of absence and/or amended AMIS entries.

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