PAYROLL CALENDAR 2015 - 2016

JULY 2015
Jul 1 - Jul 30 = 22 days

S	M	Tu	W	Th	F	S
			dd 1	2	3	4
tl 5	6	AM TL 7	8	9	10	11
12	13	14	I 15	✓ 16	17	18
19	20	21	☒ 22	23	24	25
26	27	28	29	30		

AUGUST 2015
Jul 31 - Aug 31 = 22 Days

S	M	Tu	W	Th	F	S
					dd 31	1
2	3	4	tl 5	AM 6	TL 7	8
9	10	11	12	13	I 14	15
16	✓ 17	18	19	20	☒ 21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2015
Sep 1 - Sep 30 = 22 Days

S	M	Tu	W	Th	F	S
		dd 1	2	3	4	tl 5
6	AM TL 7	8	9	10	11	12
13	14	I 15	✓ 16	17	18	19
20	21	☒ 22	23	24	25	26
27	28	29	30			

OCTOBER 2015
Oct 1 - Oct 31 = 22 Days

S	M	Tu	W	Th	F	S
				dd 1	2	3
4	tl 5	6	AM TL 7	8	9	10
11	12	13	14	I 15	✓ 16	17
18	19	20	21	☒ 22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015
Nov 1 - Dec 1 = 22 Days

S	M	Tu	W	Th	F	S
1	dd 2	3	4	tl 5	AM 6	TL 7
8	9	10	11	✓ 12	I 13	14
15	16	17	☒ 18	19	20	21
22	23	24	25	26	27	28
29	30	1				

DECEMBER 2015
Dec 2 - Dec 31 = 22 Days

S	M	Tu	W	Th	F	S
			dd 2	3	4	tl 5
6	TL 7	AM 8	9	10	11	12
13	14	✓ I 15	16	17	18	19
20	☒ 21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2016
Jan 1 - Jan 31 = 21 Days

S	M	Tu	W	Th	F	S
					1	2
3	dd 4	tl 5	6	AM TL 7	8	9
10	11	12	13	✓ 14	I 15	16
17	18	19	20	☒ 21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016
Feb 1 - Mar 1= 22 Days

S	M	Tu	W	Th	F	S
	dd 1	2	3	4	tl AM 5	
TL 7	8	9	10	11	12	13
14	✓ I 15	16	17	18	☒ 19	20
21	22	23	24	25	26	27
28	29	1				

MARCH 2016
Mar 2 - Mar 31 - 22 Days

S	M	Tu	W	Th	F	S
			dd 2	3	4	tl 5
6	TL 7	AM 8	9	10	11	12
13	14	I 15	✓ 16	17	18	19
20	21	☒ 22	23	24	25	26
27	28	29	30	31		

APRIL 2016
Apr 1 - Apr 30 = 21 Days

S	M	Tu	W	Th	F	S
					dd 1	2
3	4	tl 5	6	AM TL 7	8	9
10	11	12	13	14	✓ I 15	16
17	18	19	20	☒ 21	22	23
24	25	26	27	28	29	30

MAY 2016
May 1 - May 31 = 22 Days

S	M	Tu	W	Th	F	S
1	dd 2	3	4	tl 5	AM 6	TL 7
8	9	10	11	12	I 13	14
15	✓ 16	17	18	19	☒ 20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2016
Jun 1 - Jun 30 = 22 Days

S	M	Tu	W	Th	F	S
			dd 1 ◆	2	3	4
tl 5	6	AM TL 7	8	9	10	11
12	13	14	✓ I 15	16	17	18
19	20	☒ 21	22	23	24	25
26	27	28	29	30		

Fall 2015 Semester
87 Academic Work Days: 8/19/2015 - 12/21/2015
Weekday classes begin: 8/24/2015
Final Exams: 12/08/2015 - 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

Summer 2016
Session I: 1st official day of classes: 5/30/2016
Session II ends: 7/1/2016

Spring Recess: 3/21/2016 - 3/26/2016
Commencement : 5/21/2016
- 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 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.**

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 fiscal year 2015/2016 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 2015 - 2016

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

Channel Islands
CALIFORNIA STATE UNIVERSITY

Campus Open
Campus Closed - All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule.)
Academic Work Days - 174 total
Academic Day - State Support Programs