

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 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			

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

JANUARY 2019						
Jan 1 - Jan 30 = 22 Days						
S	M	Tu	W	Th	F	S
		1	2 dd	3	4	5
6 AM	7 TL	8	9	10	11	12
13	14 I	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
				31 dd	1	2
3	4	5 AM	6 TL	7	8	9
10	11	12	13	14 I	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
					1 dd	2
3	4	5	6 AM	7 TL	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 2019						
Apr 1 - Apr 30 = 22 Days						
S	M	Tu	W	Th	F	S
		1 dd	2	3	4 AM	5 TL
6	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 2019						
May 1 - May 30 = 22 Days						
S	M	Tu	W	Th	F	S
			1 dd	2	3	4
5	6 AM	7 TL	8	9	10	11
12	13	14	15 I	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
					31 dd	1
2	3	4	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						

- Campus Open**
- Academic Work Days - 172 total**
- Campus Closed** - All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule).
- 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)
- Lincoln's Birthday Observed - 12/27/2018 (Thu)
- Labor Day - 9/3/2018 (Mon)
- Washington's Birthday Observed - 12/28/2018 (Fri)
- Veterans Day - 11/12/2018 (Mon)
- New Year's Day - 1/1/2019 (Tue)
- Thanksgiving Day - 11/22/2018 (Thur)
- Martin Luther King, Jr. Day - 1/21/2019 (Mon)
- Admission Day Observed - 11/23/2018 (Fri)
- Cesar Chavez Day - 4/1/19 (Mon)
- Christmas Day - 12/25/2018 (Tue)
- Memorial Day Observed - 5/27/2019 (Mon)
- Columbus Day Observed - 12/26/2018 (Wed)