### PAYROLL CALENDAR 2017 - 2018

**JULY 2017**
- Jul 1 - Aug 1 = 22 days

**AUGUST 2017**
- Aug 2 - Aug 31 = 22 Days
- Sep 1 - Sep 30 = 21 Days

**SEPTEMBER 2017**
- Oct 1 - Oct 31 = 22 Days

**OCTOBER 2017**
- Nov 1 - Nov 30 = 22 Days

**NOVEMBER 2017**
- Dec 1 - Dec 31 = 21 Days

**DECEMBER 2017**
- Jan 1 - Jan 30 = 22 Days

**JANUARY 2018**
- Jan 31 - Feb 28 = 21 Days

**FEBRUARY 2018**
- Mar 1 - Mar 31 = 22 Days

**MARCH 2018**
- Apr 1 - Apr 30 = 21 Days

**APRIL 2018**
- May 1 - May 31 = 22 Days

**MAY 2018**
- May 31 - Jun 30 = 22 Days

**JUNE 2018**
- Jul 1 - Aug 1 = 21 days

---

**Campus Open**
- Academic Work Days - 173 total

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

**Fall 2017 Semester**
- 85 Academic Work Days: 8/23/2017 - 12/22/2017
- Weekday classes begin: 8/30/2017
- Final Exams: 12/11/2017 - 12/16/2017

**Spring 2018 Semester**
- 85 Academic Work Days: 1/18/2018 - 5/25/2018
- Weekday classes begin: 1/22/2018
- Final Exams: 5/12/2018 - 5/18/2018

---

**Academic Work Days**
-R1 728 - 1098
- 672
- 384
- 276
- 197
- 126
- 15
- 7
- 1

**Academic Year Work Days**
- 1098

**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, leave of absence or separation, leave of absence/employment, or when employee returns to work.

**Student Time Reporting**
- Deadline to submit hours worked in Time & Labor Self Service (TLSS). **NOTE:** All time, time entered on 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, leave of absence or separation, leave of absence/employment, or when employee returns to work.

**Department Approver**
- Deadline to approve student's (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, ND/ID 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:** 0200PM

---

**University Holiday Schedule 2017 - 2018**

- Independence Day - 7/4/2017 (Tue)
- Labor Day - 9/4/2017 (Mon)
- Veterans Day - 11/11/2017 (Fri)
- Thanksgiving Day - 11/23/2017 (Thur)
- Admission Day Observed - 11/24/2017 (Fri)
- Christmas Day - 12/25/2017 (Mon)
- Columbus Day Observed - 12/26/2017 (Tue)

- Lincoln’s Birthday Observed - 12/27/2017 (Wed)
- Washington’s Birthday Observed - 12/28/2017 (Thu)
- Martin Luther King, Jr. Day - 1/15/2018 (Mon)
- Memorial Day Observed - 5/28/2018 (Mon)

---