# PAYROLL CALENDAR 2017 - 2018

**JULY 2017**

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

| S | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | dd 3 | 4 | tl 5 | 6 | AM 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 | 1 | | | | |

**AUGUST 2017**

**Aug 2 - Aug 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 | | |

**SEPTEMBER 2017**

**Sep 1 - Sep 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 |

**OCTOBER 2017**

**Oct 1 - Oct 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 | | | | |

**NOVEMBER 2017**

**Nov 1 -Nov 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 | | |

**DECEMBER 2017**

**Dec 1 - Dec 31 = 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 |
| 31 | | | | | | |

**JANUARY 2018**

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

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

**FEBRUARY 2018**

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

| S | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | dd 31 | 1 | 2 | 3 |
| tl 4 | 5 | AM 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 | | | |

TL

**MARCH 2018**

**Mar 1 - Mar 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 |

**APRIL 2018**

**Apr 1 - Apr 30 = 21 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 | | | | | |

**MAY 2018**

**May 1 - May 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 | | | |

**JUNE 2018**

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

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

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** - 173 total

**Academic Day** - **State Support Programs**

**Fall 2017 Semester**
85 Academic Work Days: 8/23/2017 - 12/22/2017
Weekday classes begin: 8/28/2017
Final Exams: 12/11/2017 - 12/16/2017

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

**Summer 2017**
Session II: 1st official day of classes: 5/30/2017
Session II ends: 8/11/2017

**Summer 2018**
Session I: 1st official day of classes: 5/29/2018
Session II ends: 8/3/2018

**Spring Recess: 3/19/2018 - 3/24/2018**
**Commencement : 5/19/2018**
*- 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 Servce (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 2017 - 2018

**Independence Day - 7/4/2017 (Tue)**
**Labor Day - 9/4/2017 (Mon)**
**Veterans Day - 11/10/2017 (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)**
**New Year's Day - 1/1/2018 (Mon)**
**Martin Luther King, Jr. Day - 1/15/2018 (Mon)**
**Cesar Chavez Day - 3/30/18 (Fri)**
**Memorial Day Observed- 5/28/2018 (Mon)**