

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
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2017						
Aug 2 - Aug 31 = 22 Days						
S	M	Tu	W	Th	F	S
			dd	2	3	4
6	TL	7	AM	8	9	10
13	14	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
3	4	tl	5	6	AM	7
10	11	12	13	14	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
8	9	10	11	12	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
tl	5	6	AM	7	8	9
12	13	14	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
3	4	tl	5	6	AM	7
10	11	12	13	14	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	7	8	9	10	11	12
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
4	tl	5	AM	6	TL	7
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
Mar 1 - Mar 31 = 22 Days						
S	M	Tu	W	Th	F	S
				dd	1	2
4	tl	5	6	AM	7	8
11	12	13	14	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
8	9	10	11	12	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
6	AM	7	8	9	10	11
13	14	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
3	4	tl	5	AM	6	TL
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Campus Open**
- Academic Work Days - 173 total**
- Campus Closed** - All academic and administrative operations closed for a scheduled holiday or campus
- 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
- 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 2017 - 2018

- Independence Day - 7/4/2017 (Tue)
- Lincoln's Birthday Observed - 12/27/2017 (Wed)
- Labor Day - 9/4/2017 (Mon)
- Washington's Birthday Observed - 12/28/2017 (Thu)
- Veterans Day - 11/10/2017 (Fri)
- New Year's Day - 1/1/2018 (Mon)
- Thanksgiving Day - 11/23/2017 (Thur)
- Martin Luther King, Jr. Day - 1/15/2018 (Mon)
- Admission Day Observed - 11/24/2017 (Fri)
- Memorial Day Observed - 5/28/2018 (Mon)
- Christmas Day - 12/25/2017 (Mon)
- Columbus Day Observed - 12/26/2017 (Tue)