<table>
<thead>
<tr>
<th>MONTH</th>
<th>PAYROLL CALENDAR 2017 - 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>JULY 2017</td>
<td>Jul 1 - Aug 1 = 22 days</td>
</tr>
<tr>
<td>AUGUST 2017</td>
<td>Aug 2 - Aug 31 = 22 Days</td>
</tr>
<tr>
<td>SEPTEMBER 2017</td>
<td>Sep 1 - Sep 30 = 21 Days</td>
</tr>
<tr>
<td>OCTOBER 2017</td>
<td>Oct 1 - Oct 31 = 22 Days</td>
</tr>
<tr>
<td>NOVEMBER 2017</td>
<td>Nov 1 - Nov 30 = 22 Days</td>
</tr>
<tr>
<td>DECEMBER 2017</td>
<td>Dec 1 - Dec 31 = 21 Days</td>
</tr>
</tbody>
</table>

**Attendance Due After Master Payday:**
Instructed Student Assistant timesheets; timesheets for part-time, non-exempt staff; Public Safety Officers (Absence and Additional Time Worked form, std 634).

**Monthly Deadline for Personal Data Changes:**
Deadline to 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. Deadlines calculated as 4 working days prior to Payroll Cutoff. Deadline for 672 Time and Attendance Certification to submit signed master certification document to Payroll Office.

**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.

**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)
- Christmas Day - 12/25/2017 (Mon)
- Columbus Day Observed - 12/26/2017 (Tue)

**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 Payroll Cutoff.

**Payroll Cutoff:**
Last day for Payroll to process dock notices, separations, NDI/IDL and all other payroll anomalies. Information reported after this date may result in re-issuance of master warrants. **

**Payroll Cutoff:**
Final Exams: 5/12/2018 - 5/18/2018
Weekday classes begin: 1/22/2018
Amended AMSS entries. Timesheets required for ALL students upon separation, late submission of 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. **

**Tuition and Fees:**
1. Lincon’s Birthday Observed - 12/27/2017 (Wed)
2. Washington’s Birthday Observed - 12/28/2017 (Thu)
3. New Year’s Day - 1/1/2018 (Mon)
4. Martin Luther King, Jr. Day - 1/15/2018 (Mon)
5. Memorial Day Observed - 5/28/2018 (Mon)
6. Independence Day - 7/4/2017 (Tue)
7. Labor Day - 9/4/2017 (Mon)
8. Veterans Day - 11/11/2017 (Fri)
10. Christmas Day - 12/25/2017 (Mon)
11. Columbus Day Observed - 12/26/2017 (Tue)

**Department Approver:**
Deadline to approve students reported/payable hours in Time & Labor Self-Service (TLSS).

**Payroll Cutoff:**
Last day for Payroll to process dock notices, separations, NDI/IDL and all other payroll anomalies. Information reported after this date may result in 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

**Note:**
- **Academic Work Days - 173 total**
- **Academic Day - State Support Programs**

**Summer 2017**
- Session I: 1st official day of classes: 5/30/2017
- Session II: 6/11/2017

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

**Payroll Cutoff:**
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 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 result in 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 - 11/11/2017 (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)