### Payroll Calendar 2017 - 2018

**Summer 2017**
- Session I: 1st official day of classes: 5/30/2017
- Session II ends: 6/11/2017
- Session II: 1st official day of classes: 6/29/2018
- Session II ends: 8/3/2018
- Spring Recess: 3/19/2018 - 3/24/2018
- Commencement: 5/19/2018
- Info Provided: Academic Resources - Academic Calendar

### Campus Open
- 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
- 85 Academic Work Days: 1/18/2018 - 5/25/2018
- Weekday classes begin: 1/22/2018
- Final Exams: 5/12/2018 - 5/18/2018

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### Absence Management
- 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.

**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, leaves 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).
- Payroll Cutoff: Last day for Payroll to process dock notices, separations, NI/DI/OL 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.

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

**TD**
- 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.

**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 - 11/22/2017 (Thur)
- Admission Day Observed - 11/24/2017 (Fri)
- Martin Luther King, Jr. Day - 1/15/2018 (Mon)
- César Chávez Day Observed - 3/30/2018 (Fri)
- Memorial Day Observed - 5/28/2018 (Mon)
- Columbus Day Observed - 10/8/2018 (Mon)

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**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:** D3000PM