

PAYROLL CALENDAR 2015 - 2016

JULY 2015						
Jul 1 - Jul 30 = 22 days						
S	M	Tu	W	Th	F	S
			1 ^{dd}	2	3	4
5 ^{tl}	6 ^{AM}	7 ^{TL}	8	9	10	11
12	13	14	15 ^I	16 [✓]	17	18
19	20	21	22 [☒]	23	24	25
26	27	28	29	30		

AUGUST 2015						
Jul 31 - Aug 31 = 22 Days						
S	M	Tu	W	Th	F	S
					31 ^{dd}	1
2	3	4	5 ^{tl}	6 ^{AM}	7 ^{TL}	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 2015						
Sep 1 - Sep 30 = 22 Days						
S	M	Tu	W	Th	F	S
		1 ^{dd}	2	3	4	5 ^{tl}
6 ^{AM}	7 ^{TL}	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 2015						
Oct 1 - Oct 31 = 22 Days						
S	M	Tu	W	Th	F	S
			1 ^{dd}	2	3	4
5 ^{tl}	6 ^{AM}	7 ^{TL}	8	9	10	11
12	13	14	15 ^I	16 [✓]	17	18
19	20	21	22 [☒]	23	24	25
26	27	28	29	30	31	

NOVEMBER 2015						
Nov 1 - Dec 1 = 22 Days						
S	M	Tu	W	Th	F	S
1 ^{dd}	2	3	4	5 ^{tl}	6 ^{AM}	7 ^{TL}
8	9	10	11	12 [✓]	13 ^I	14
15	16	17	18 [☒]	19	20	21
22	23	24	25	26	27	28
29	30	1				

DECEMBER 2015						
Dec 2 - Dec 31 = 22 Days						
S	M	Tu	W	Th	F	S
			2 ^{dd}	3	4	5 ^{tl}
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		

JANUARY 2016						
Jan 1 - Jan 31 = 21 Days						
S	M	Tu	W	Th	F	S
					1	2
3 ^{dd}	4 ^{tl}	5	6 ^{AM}	7 ^{TL}	8	9
10	11	12	13	14 [✓]	15 ^I	16
17	18	19	20	21 [☒]	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016						
Feb 1 - Mar 1 = 22 Days						
S	M	Tu	W	Th	F	S
	1 ^{dd}	2	3	4	5 ^{tl}	6 ^{AM}
7 ^{TL}	8	9	10	11	12	13
14	15 ^I	16	17	18	19 [☒]	20
21	22	23	24	25	26	27
28	29	1				

MARCH 2016						
Mar 2 - Mar 31 = 22 Days						
S	M	Tu	W	Th	F	S
			2 ^{dd}	3	4	5 ^{tl}
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		

APRIL 2016						
Apr 1 - Apr 30 = 21 Days						
S	M	Tu	W	Th	F	S
					1 ^{dd}	2
3	4	5 ^{tl}	6 ^{AM}	7 ^{TL}	8	9
10	11	12	13	14 [✓]	15 ^I	16
17	18	19	20	21 [☒]	22	23
24	25	26	27	28	29	30

MAY 2016						
May 1 - May 31 = 22 Days						
S	M	Tu	W	Th	F	S
1 ^{dd}	2	3	4	5 ^{tl}	6 ^{AM}	7 ^{TL}
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				

JUNE 2016						
Jun 1 - Jun 30 = 22 Days						
S	M	Tu	W	Th	F	S
			1 ^{dd}	2	3	4
5 ^{tl}	6 ^{AM}	7 ^{TL}	8	9	10	11
12	13	14	15 ^I	16 [✓]	17	18
19	20	21 [☒]	22	23	24	25
26	27	28	29	30		

- Campus Open
- Campus Closed - All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule.)
- Academic Work Days - 174 total
- Academic Day - State Support Programs

Fall 2015 Semester
 87 Academic Work Days: 8/19/2015 - 12/21/2015
 Weekday classes begin: 8/24/2015
 Final Exams: 12/08/2015 - 12/14/2015

Spring 2016 Semester
 87 Academic Work Days: 1/22/2016 - 5/27/2016
 Weekday classes begin: 1/25/2016
 Final Exams: 5/14/2016 - 5/20/2016

Summer 2015
 Session II: 1st official day of classes: 6/29/2015
 Session II ends: 8/7/2015

Summer 2016
 Session I: 1st official day of classes: 5/30/2016
 Session II ends: 7/1/2016

Spring Recess: 3/21/2016 - 3/26/2016
Commencement : 5/21/2016
 - 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 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 fiscal year 2015/2016 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 2015 - 2016

- Independence Day - 7/3/2015 (Fri)
- Lincoln's Birthday Observed - 12/29/2015 (Tue)
- Labor Day - 9/7/2015 (Mon)
- Washington's Birthday Observed - 12/30/2015 (Wed)
- Veterans Day - 11/11/2015 (Wed)
- New Year's Day - 1/1/2016 (Fri)
- Thanksgiving Day - 11/26/2015 (Thur)
- Martin Luther King, Jr. Day - 1/18/2016 (Mon)
- Admission Day Observed - 11/27/2015 (Fri)
- Cesar Chavez Day - 3/31/2016 (Thu)
- Christmas Day - 12/25/2015 (Fri)
- Memorial Day - 5/30/2016 (Mon)
- Columbus Day Observed - 12/28/2015 (Mon)