

2008-2009 University Payroll Calendar

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|---|---|
| ■ | Campus Closed – All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below). |
| ■ | Academic Day – 87 academic days (Fall 2008); 84 academic days (Spring 2009). |
| ○ | Payday for Faculty and Staff – Pay warrants distributed to department designees by University Cash Services after 12 NOON. |
| ● | Payday for Students, Hourly/Intermittents, Overtime, Shift, Stipend, and Special Pay – Pay warrants distributed to department designees by University Cash Services. |
| ◆ | Direct Deposit Posted – Monthly pay posted by financial institutions for those employees enrolled in the Direct Deposit Program |
| ▼ | Monthly Deadline for Personal Data Changes – Deadline to submit address changes, tax withholding, and other changes to the Office of Human Resources. Please note that annual W-2 statements are mailed each January from the State Controller's Office to employee addresses on file as of December 1 st . |
| I | Master Payroll Certification (MPC) Initial Run – Online Payroll data captured and available for review and certification. |
| F | Master Payroll Certification (MPC) Final Run – Online payroll changes captured and available for review and certification. |
| * | Online Master Payroll Certification – Last day to certify Master Payroll Certification (MPC) and submit exception to Payroll Administration. |
| ☒ | Payroll Cutoff – Last day for Payroll Administration to process unpaid leave time, NDI/IDL, separations, and all other payroll irregularities. Information reported after this date may require re-issuance of master warrants. All Docks must be keyed and approved in Absence Management by 12:00 noon. |

Time and Labor & Absence Management Deadlines

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|---|--|
| ❖ | Monthly Time Entry Deadline – Timekeepers and Self Reporters to enter Time & Labor/Absence Management transactions by noon and review & resolve all exceptions by close of business. (Last day to pay students from Work-Study funds is May 15 th – Timekeepers entry deadline is May 18 th) |
| # | Monthly Approval Deadline – Approvers to approve Time & Labor/Absence Management transactions for their department(s) and review & resolve all exceptions by close of business. Approval occurring after this date will result in incorrect balances and/or a delay in positive pay. (Final Work-Study student time approval deadline May 20 th) |
| ✓ | Monthly Posting of Leave Accruals – New accruals and updated usages are posted and available for reviewing in PeopleSoft. |
| ☞ | Fiscal Year-End Closing – All special payments and adjustments not recorded in Time & Labor/Absence Management for fiscal year 2008-2009 must be submitted to Payroll Administration by 5:00 p.m. |

University Holiday Schedule 2008-2009

| | |
|--|--|
| Independence Day – 07/04/08 | Washington's Birthday observed – 12/29/08 |
| Labor Day – 09/01/08 | Columbus Day observed – 12/30/08 |
| Veterans' Day – 11/11/08 | Campus Closed – 12/31/08 (Not a covered holiday.) |
| Thanksgiving Day – 11/27/08 | New Year's Day – 01/01/09 |
| Admission Day observed – 11/28/08 | Martin Luther King, Jr. Day – 01/19/09 |
| Christmas Day – 12/25/08 | César Chávez Day – 03/31/09 |
| Lincoln's Birthday observed – 12/26/08 | Memorial Day observed – 05/25/09 |

One Personal Holiday to be used by December 31st as requested and approved.

12/31/08: Warrants distributed in University Cash Services from 8:00 a.m. – 12:00 noon due to holiday closure.

| July 2008 | | | | | | |
|-----------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | ◆ | ❖ | | | |
| 6 | # | | ✓ | | | |
| 13 | I | ● | ▼ | F | * | |
| 20 | | ☒ | | | | |
| 27 | | | ○ | | | |

Pay Period 7/1 – 7/30 (22 days)

| October 2008 | | | | | | |
|--------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | ◆ | | ❖ | |
| 5 | | # | | ✓ | | |
| 12 | | I | ● | ▼ | F | |
| 19 | * | | ☒ | | | |
| 26 | | | | ○ | | |

Pay Period 10/01 – 10/30 (22 days)

| January 2009 | | | | | | |
|--------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | 1 | 2 | 3 |
| 4 | ❖ | | # | | ✓ | |
| 11 | I | | ▼ | ● | F | * |
| 18 | | | ☒ | | | |
| 25 | | | | ○ | | |

Pay Period 1/01 – 1/29 (21 days)

| April 2009 | | | | | | |
|------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | ◆ | | ❖ | |
| 5 | | # | | ✓ | | |
| 12 | | I | ● | ▼ | F | |
| 19 | * | | ☒ | | | |
| 26 | | | | ○ | | |

Pay Period 4/01 – 4/30 (22 days)

| August 2008 | | | | | | |
|-------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | ◆ | | |
| 3 | | | | | | |
| 10 | ✓ | | | I | | |
| 17 | F | * | | ☒ | | |
| 24 | | | | | | |
| 31 | | | | | ○ | |

Pay Period 7/31 – 8/31 (22 days)

| November 2008 | | | | | | |
|---------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | ◆ | 1 |
| 2 | ❖ | | # | | I | ✓ |
| 9 | | | | ▼ | F | ● |
| 16 | | | ☒ | | | * |
| 23 | | | | | | |
| 30 | | | | | | ○ |

Pay Period 10/31 – 12/01 (22 days)

| February 2009 | | | | | | |
|---------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | ◆ | 31 |
| 1 | | | | | | |
| 8 | ✓ | | | I | | |
| 15 | F | * | | ☒ | | |
| 22 | | | | | | ○ |

Pay Period 1/30 – 2/28 (21 days)

| May 2009 | | | | | | |
|----------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | ◆ | 1 |
| 3 | | | | | | |
| 10 | ✓ | | | I | | |
| 17 | * | | | ☒ | | |
| 24 | | | | | | |
| 31 | | | | | ○ | |

Pay Period 5/01 – 5/31 (21 days)

| September 2008 | | | | | | |
|----------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | ◆ | ❖ | | | |
| 7 | | | | | # | |
| 14 | | ✓ | | | I | |
| 21 | ● | ▼ | F | * | | |
| 28 | | | | | | |

Pay Period 9/1 – 9/30 (22 days)

| December 2008 | | | | | | |
|---------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | ◆ | ❖ | | | |
| 7 | | | | | # | |
| 14 | | ✓ | | | I | |
| 21 | ● | ▼ | F | * | | ☒ |
| 28 | | | | | | ○ |

Pay Period 12/02 – 12/31 (22 days)

| March 2009 | | | | | | |
|------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | ◆ | ❖ | | | | |
| 8 | ✓ | | | I | ● | |
| 15 | ▼ | F | * | | | ☒ |
| 22 | | | | | | |
| 29 | | | | | | ○ |

Pay Period 3/01 – 3/31 (22 days)

| June 2009 | | | | | | |
|-----------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | ◆ | ❖ | | | |
| 7 | | | | | # | |
| 14 | | ✓ | | | I | |
| 21 | ● | ▼ | F | * | | |
| 28 | | | | | | |

Pay Period 6/01 – 6/30 (22 days)