

2009-2010 University Payroll Calendar

■	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 2009); 84 academic days (Spring 2010).
↔	State Budget Closure Program – Designated Furlough Day
○	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

❖	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 14 th – Timekeepers entry deadline is May 17 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 19 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 2009-2010 must be submitted to Payroll Administration by 5:00 p.m.

University Holiday Schedule 2009-2010

Independence Day observed – 07/03/09	Washington's Birthday observed – 12/29/09
Labor Day – 09/07/09	Columbus Day observed – 12/30/09
Veterans' Day – 11/11/09	Campus Closed – 12/31/09*
Thanksgiving Day – 11/26/09	New Year's Day – 01/01/10
Admission Day observed – 11/27/09	Martin Luther King, Jr. Day – 01/18/10
Christmas Day – 12/25/09	César Chávez Day – 03/31/10
Lincoln's Birthday observed – 12/28/09	Memorial Day – 05/31/10

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

*12/31/09: Warrants distributed in University Cash Services from 8:00 a.m. – 12:00 noon due to holiday closure.

July 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			◆	❖		
		#	✓			
		I	●	▼	F	
	*		☒			
				○		

Pay Period 7/1 – 7/30 (22 days)

October 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	❖		#		✓	
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	F	*		☒		
					○	

Pay Period 10/01 – 10/31 (22 days)

January 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	❖	↔		#		
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		*		☒		
					○	

Pay Period 01/01 – 01/31 (21 days)

April 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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					○	

Pay Period 04/01 – 04/30 (22 days)

August 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	✓	↔		I	●	
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Pay Period 7/31 – 8/31 (22 days)

November 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	*		☒			
		○				

Pay Period 11/1 – 12/01 (22 days)

February 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	○					

Pay Period 02/01 – 03/01 (21 days)

May 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	F	*		☒	↔	
					○	↔

Pay Period 05/01 – 05/31 (21 days)

September 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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		☒				
			○			

Pay Period 9/1 – 9/30 (22 days)

December 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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				○	↔	

Pay Period 12/02 – 12/31 (22 days) *{12/31 not a covered holiday}*

March 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	●	▼	F	*		
	☒					

Pay Period 03/02 – 03/31 (22 days)

June 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	#		✓	👉		
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		☒				
			○			

Pay Period 06/01 – 06/30 (22 days)