



2015/2016 Payroll Calendar

- ✦ DIRECT DEPOSIT POSTING DATE
- ★ STUDENT & HOURLY EMPLOYEE PAYDAY
- PAYROLL CUTOFF/DOCKS DUE BY NOON
- ◆ TIME ENTRY SYSTEM OPEN
- ▼ STUDENT TIME ENTRY AND APPROVAL DEADLINE
- ▶ HOURLY TIME ENTRY AND APPROVAL DEADLINE
- ▲ SALARIED TIME ENTRY AND APPROVAL DEADLINE
- Red Date FACULTY & STAFF PAYDAY AT 4PM

- HOLIDAY (CAMPUS CLOSED)
- ACADEMIC DAY

JULY 2015						
Su	M	T	W	Th	F	Sa
			✦ 1	2	▶ 3	▼ 4
▲ 5	6	7	8	9	10	11
12	13	14	◆★ 15	16	17	18
19	20	21	■ 22	23	24	25
26	27	28	29	30		

Pay Period: July 1 - July 30 (22 Days)

AUGUST 2015						
Su	M	T	W	Th	F	Sa
					✦ 31	1
2	▶ 3	▼ 4	▲ 5	6	7	8
9	10	11	12	13	★ 14	◆ 15
16	17	18	19	20	■ 21	22
23	24	25	26	27	28	29
30	31					

Pay Period: Jul 31 - Aug 31 (22 Days)

SEPTEMBER 2015						
Su	M	T	W	Th	F	Sa
		✦ 1	2	▶ 3	▼ 4	▲ 5
6	7	8	9	10	11	12
13	14	◆★ 15	16	17	18	19
20	21	■ 22	23	24	25	26
27	28	29	30			

Pay Period: Sep 1 - Sept 30 (22 Days)

OCTOBER 2015						
Su	M	T	W	Th	F	Sa
				✦ 1	2	▶ 3
▼ 4	▲ 5	6	7	8	9	10
11	12	13	14	◆★ 15	16	17
18	19	20	21	■ 22	23	24
25	26	27	28	29	30	31

Pay Period: Oct 1 - Oct 31 (22 Days)

NOVEMBER 2015						
Su	M	T	W	Th	F	Sa
1	✦ 2	▶ 3	▼ 4	▲ 5	6	7
8	9	10	11	12	13	14
◆ 15	★ 16	17	■ 18	19	20	21
22	23	24	25	26	27	28
29	30	1				

Pay Period: Nov 1 - Dec 1 (22 Days)

DECEMBER 2015						
Su	M	T	W	Th	F	Sa
			✦ 2	▶ 3	▼ 4	▲ 5
6	7	8	9	10	11	12
13	14	◆★ 15	16	17	18	19
20	■ 21	22	23	24	25	26
27	28	29	30	31		

Pay Period: Dec 2 - Dec 31 (22 Days)

JANUARY 2016						
Su	M	T	W	Th	F	Sa
					1	2
▶ 3	✦ 4	▼ 5	▲ 6	7	8	9
10	11	12	13	14	◆★ 15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Pay Period: Jan 1 - Jan 31 (21 Days)

FEBRUARY 2016						
Su	M	T	W	Th	F	Sa
	✦ 1	2	▶ 3	▼ 4	▲ 5	6
7	8	9	10	11	12	13
14	◆★ 15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1				

Pay Period: Feb 1 - Mar 1 (22 Days)

MARCH 2016						
Su	M	T	W	Th	F	Sa
			✦ 2	▶ 3	▼ 4	▲ 5
6	7	8	9	10	11	12
13	14	◆★ 15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Pay Period: Mar 2 - Mar 31 (22 Days)

APRIL 2016						
Su	M	T	W	Th	F	Sa
					✦ 1	2
▶ 3	▼ 4	▲ 5	6	7	8	9
10	11	12	13	14	◆★ 15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Pay Period: Apr 1 - Apr 30 (21 Days)

MAY 2016						
Su	M	T	W	Th	F	Sa
1	✦ 2	▶ 3	▼ 4	▲ 5	6	7
8	9	10	11	12	13	14
◆ 15	★ 16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Pay Period: May 1 - May 31 (22 Days)

JUNE 2016						
Su	M	T	W	Th	F	Sa
			✦ 1	2	▶ 3	▼ 4
▲ 5	6	7	8	9	10	11
12	13	14	◆★ 15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Pay Period: June 1 - June 30 (22 Days)

HOLIDAY CAMPUS CLOSURE

As shown below the campus will be closed this year and next year from December 25, 2015 through January 1, 2016. During this period, there are five holidays and one day that would otherwise be a workday. Employees may take and charge Thursday, December 31, 2015 as indicated below or they may elect to be “docked” this day, if they wish to use their time on the books at a later date.

Friday	12/25/15	Christmas Day Observed
Monday	12/28/15	Columbus Day Observed
Tuesday	12/29/15	Lincoln’s Birthday (2016) Observed
Wednesday	12/30/15	President’s Day (2016) Observed
Thursday	12/31/15	May use Vacation, CTO, Additional Day Off (ADO) or Personal Holiday
Friday	01/01/16	New Year’s Day Observed

NOTE: Such “dock” time must be reported to Payroll Services no later than December 18, 2015 to ensure an accurate December pay warrant.

If an employee does not have sufficient Vacation, CTO, or Personal Holiday time to cover the scheduled day of closure, they shall be provided sufficient work to prevent any loss of pay or benefits in accordance with the appropriate collective bargaining contracts or Trustee’s policy. If such work exceeds 40 hours per week for non-exempt employees (under the Fair Labor Standards Act), they are entitled to time and one-half compensation per the contracts.

Sick leave cannot be granted during the campus closure unless the employee is officially scheduled to work during the closure.

Employees who need to work should contact their supervisor by the first part of December to allow review time by the Dean or Director. The only offices that will remain open are those that are required to provide essential services. Such requests must be looked at on an individual basis.

If you have any questions, please direct them to your department administrative assistant who will receive detailed instructions from the Division of Administration and Finance regarding the 2015 Holiday Closure.

HOLIDAYS FOR FISCAL YEAR 2015–2016

INDEPENDENCE DAY	FRIDAY, JULY 3, 2015	CLOSED
LABOR DAY	MONDAY, SEPTEMBER 7, 2015	CLOSED
VETERANS DAY OBSERVED	WEDNESDAY, NOVEMBER 11, 2015	CLOSED
THANKSGIVING DAY	THURSDAY, NOVEMBER 26, 2015	CLOSED
ADMISSION DAY OBSERVED	FRIDAY, NOVEMBER 27, 2015	CLOSED
CHRISTMAS DAY	FRIDAY, DECEMBER 25, 2015	CLOSED
COLUMBUS DAY OBSERVED	MONDAY, DECEMBER 28, 2015	CLOSED
LINCOLN’S BIRTHDAY (2016) OBSERVED	TUESDAY, DECEMBER 29, 2015	CLOSED
PRESIDENT’S DAY (2016) OBSERVED	WEDNESDAY, DECEMBER 30, 2015	CLOSED
MAY USE VACATION, CTO, ADO OR PERSONAL HOLIDAY	THURSDAY, DECEMBER 31, 2015	CLOSED
NEW YEAR’S DAY	FRIDAY, JANUARY 1, 2016	CLOSED
MARTIN LUTHER KING, JR. DAY	MONDAY, JANUARY 18, 2016	CLOSED
CESAR CHAVEZ DAY	THURSDAY, MARCH 31, 2016	CLOSED
MEMORIAL DAY	MONDAY, MAY 30, 2016	CLOSED

ACADEMIC CALENDAR

FALL SEMESTER	AUGUST 17, 2015 – DECEMBER 22, 2015	86 DAYS
WINTER SESSION	JANUARY 04, 2016 – JANUARY 15, 2016	2 WEEKS
SPRING SEMESTER	JANUARY 19, 2016 – MAY 20, 2016	85 DAYS
SPRING RECESS	MARCH 28, 2016 – APRIL 1, 2016	5 DAYS
SUMMER SESSION	MAY 23, 2016 – AUGUST 19, 2016	3 SESSIONS