



California State University, Long Beach

2016/2017 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 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	1					

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

AUGUST 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: Aug 2 - Aug 31 (22 Days)

SEPTEMBER 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: Sep 1 - Sept 30 (22 Days)

OCTOBER 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: Oct 1 - Oct 31 (21 Days)

NOVEMBER 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: Nov 1 - Nov 30 (22 Days)

DECEMBER 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: Dec 1 - Dec 31 (22 Days)

JANUARY 2017						
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: Jan 1 - Jan 31 (22 Days)

FEBRUARY 2017						
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	1			

Pay Period: Feb 1 - Mar 1 (21 Days)

MARCH 2017						
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 2017						
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: Apr 1 - May 1 (21 Days)

MAY 2017						
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: May 2 - May 31 (22 Days)

JUNE 2017						
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 26, 2016 through January 2, 2017. During this period, there are five holidays and one day that would otherwise be a workday. Employees may take and charge Friday, December 30, 2016 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.

Monday	12/26/16	Christmas Day Observed
Tuesday	12/27/16	Columbus Day Observed
Wednesday	12/28/16	Lincoln’s Birthday (2017) Observed
Thursday	12/29/16	President’s Day (2017) Observed
Friday	12/30/16	May use Vacation, CTO, Additional Day Off (ADO) or Personal Holiday
Monday	01/02/17	New Year’s Day Observed

NOTE: Such “dock” time must be reported to Payroll Services no later than December 16, 2016 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 2016 Holiday Closure.

HOLIDAYS FOR FISCAL YEAR 2016-2017

INDEPENDENCE DAY	MONDAY, JULY 4, 2016	CLOSED
LABOR DAY	MONDAY, SEPTEMBER 5, 2016	CLOSED
VETERANS DAY OBSERVED	FRIDAY, NOVEMBER 11, 2016	CLOSED
THANKSGIVING DAY	THURSDAY, NOVEMBER 24, 2016	CLOSED
ADMISSION DAY OBSERVED	FRIDAY, NOVEMBER 25, 2016	CLOSED
CHRISTMAS DAY OBSERVED	MONDAY, DECEMBER 26, 2016	CLOSED
COLUMBUS DAY OBSERVED	TUESDAY, DECEMBER 27, 2016	CLOSED
LINCOLN’S BIRTHDAY (2017) OBSERVED	WEDNESDAY, DECEMBER 28, 2016	CLOSED
PRESIDENT’S DAY (2017) OBSERVED	THURSDAY, DECEMBER 29, 2016	CLOSED
MAY USE VACATION, CTO, ADO OR PERSONAL HOLIDAY	FRIDAY, DECEMBER 30, 2016	CLOSED
NEW YEAR’S DAY OBSERVED	MONDAY, JANUARY 2, 2017	CLOSED
MARTIN LUTHER KING, JR. DAY	MONDAY, JANUARY 16, 2017	CLOSED
CESAR CHAVEZ DAY	FRIDAY, MARCH 31, 2017	CLOSED
MEMORIAL DAY	MONDAY, MAY 29, 2017	CLOSED

ACADEMIC CALENDAR

FALL SEMESTER	AUGUST 17, 2016 – DECEMBER 22, 2016	86 DAYS
WINTER SESSION	JANUARY 03, 2017– JANUARY 20, 2017	13 DAYS
SPRING SEMESTER	JANUARY 23, 2017 – MAY 26, 2017	86 DAYS
SPRING RECESS	MARCH 27, 2017– APRIL 2, 2017	5 DAYS
SUMMER SESSION	MAY 30, 2017 – AUGUST 18, 2017	3 SESSIONS