



2017/2018 Payroll Calendar

- ☐ HOLIDAY (CAMPUS CLOSED)
- ☐ ACADEMIC DAY

- ✦ 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

JULY 2017						
Su	M	T	W	Th	F	Sa
						1
2	✦	▶	▼	▲	5	8
9	10	11	12	13	★	◆
16	17	18	19	20	■	22
23	24	25	26	27	28	29
30	31	1				

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

AUGUST 2017						
Su	M	T	W	Th	F	Sa
			✦	▶	▼	▲
6	7	8	9	10	11	12
13	14	◆	★	16	17	19
20	21	22	■	23	24	26
27	28	29	30	31		

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

SEPTEMBER 2017						
Su	M	T	W	Th	F	Sa
					✦	1
▶	▼	▲	5	6	7	8
10	11	12	13	14	◆	★
17	18	19	20	■	21	23
24	25	26	27	28	29	30

Pay Period: Sep 1 - Sept 30 (21 Days)

OCTOBER 2017						
Su	M	T	W	Th	F	Sa
1	✦	▶	▼	▲	5	7
8	9	10	11	12	13	14
◆	★	16	17	18	19	21
22	■	23	24	25	26	28
29	30	31				

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

NOVEMBER 2017						
Su	M	T	W	Th	F	Sa
			✦	▶	▼	▲
▲	5	6	7	8	9	10
12	13	14	◆	★	16	18
19	■	20	21	22	23	25
26	27	28	29	30		

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

DECEMBER 2017						
Su	M	T	W	Th	F	Sa
					✦	1
▶	▼	▲	5	6	7	8
10	11	12	13	14	◆	★
17	18	■	19	20	21	23
24	25	26	27	28	29	30
31						

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

JANUARY 2018						
Su	M	T	W	Th	F	Sa
	1	✦	▶	▼	▲	5
7	8	9	10	11	12	13
14	◆	★	16	17	18	20
21	■	22	23	24	25	27
28	29	30				

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

FEBRUARY 2018						
Su	M	T	W	Th	F	Sa
			✦	▶	▼	▲
▼	4	▲	5	6	7	8
11	12	13	14	◆	★	16
18	19	■	20	21	22	24
25	26	27	28			

Pay Period: Jan 31 - Feb 28 (21 Days)

MARCH 2018						
Su	M	T	W	Th	F	Sa
				✦	▶	▲
▼	4	▲	5	6	7	8
11	12	13	14	◆	★	16
18	19	20	21	■	22	24
25	26	27	28	29	30	31

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

APRIL 2018						
Su	M	T	W	Th	F	Sa
1	✦	▶	▼	▲	5	7
8	9	10	11	12	13	14
◆	★	16	17	18	19	21
22	23	24	25	26	27	28
29	30					

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

MAY 2018						
Su	M	T	W	Th	F	Sa
		✦	▶	▼	▲	5
6	7	8	9	10	11	12
13	14	◆	★	16	17	19
20	■	21	22	23	24	26
27	28	29	30			

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

JUNE 2018						
Su	M	T	W	Th	F	Sa
				✦	▶	▲
▶	▼	▲	5	6	7	8
10	11	12	13	14	◆	★
17	18	19	■	20	21	23
24	25	26	27	28	29	30

Pay Period: May 31 - June 30 (22 Days)

HOLIDAY CAMPUS CLOSURE

As shown below the campus will be closed this year and next year from December 25, 2017 through January 1, 2018. During this period, there are five holidays and one day that would otherwise be a workday. Employees may take and charge Friday, December 29, 2017 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	12/25/17	Christmas Day
Tuesday	12/26/17	Columbus Day Observed
Wednesday	12/27/17	Lincoln’s Birthday (2018)
/		Observed
Thursday	12/28/17	President’s Day (2018)
		Observed
Friday	12/29/17	May use Vacation, CTO, Additional Day Off (ADO) or Personal Holiday
Monday	01/01/18	New Year’s Day

NOTE: Such “dock” time must be reported to Payroll Services no later than December 15, 2017 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 2017 Holiday Closure.

HOLIDAYS FOR FISCAL YEAR 2017 - 2018

INDEPENDENCE DAY	TUESDAY, JULY 4, 2017	CLOSED
LABOR DAY	MONDAY, SEPTEMBER 4, 2017	CLOSED
VETERANS DAY OBSERVED	FRIDAY, NOVEMBER 10, 2017	CLOSED
THANKSGIVING DAY	THURSDAY, NOVEMBER 23, 2017	CLOSED
ADMISSION DAY OBSERVED	FRIDAY, NOVEMBER 24, 2017	CLOSED
CHRISTMAS DAY	MONDAY, DECEMBER 25, 2017	CLOSED
COLUMBUS DAY OBSERVED	TUESDAY, DECEMBER 26, 2017	CLOSED
LINCOLN’S BIRTHDAY (2018) OBSERVED	WEDNESDAY, DECEMBER 27, 2017	CLOSED
PRESIDENT’S DAY (2018) OBSERVED	THURSDAY, DECEMBER 28, 2017	CLOSED
MAY USE VACATION, CTO, ADO OR PERSONAL HOLIDAY	FRIDAY, DECEMBER 29, 2017	CLOSED
NEW YEAR’S DAY	MONDAY, JANUARY 1, 2018	CLOSED
MARTIN LUTHER KING, JR. DAY	MONDAY, JANUARY 15, 2018	CLOSED
CESAR CHAVEZ DAY	FRIDAY, MARCH 30, 2018	CLOSED
MEMORIAL DAY	MONDAY, MAY 28, 2018	CLOSED

ACADEMIC CALENDAR

FALL SEMESTER	AUGUST 21, 2017 – DECEMBER 22, 2017	84 DAYS
WINTER SESSION	JANUARY 02, 2018– JANUARY 19, 2018	13 DAYS
SPRING SEMESTER	JANUARY 22, 2018 – MAY 25, 2018	86 DAYS
SPRING RECESS	MARCH 26, 2018– APRIL 1, 2018	5 DAYS
SUMMER SESSION	MAY 29, 2018 – AUGUST 17, 2018	3 SESSIONS