



California State University, Long Beach

2018/2019 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 2018						
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: July 1 - July 31 (22 Days)

AUGUST 2018						
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: Aug 1 - Aug 30 (22 Days)

SEPTEMBER 2018						
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
23/30	24	25	26	27	28	29

Pay Period: Aug 31 - Sept 30 (21 Days)

OCTOBER 2018						
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: Oct 1 - Oct 30 (22 Days)

NOVEMBER 2018						
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		

Pay Period: Oct 31 - Nov 29 (22 Days)

DECEMBER 2018						
Su	M	T	W	Th	F	Sa
					30 ✦	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: Nov 30 - Dec 31 (22 Days)

JANUARY 2019						
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 30 (22 Days)

FEBRUARY 2019						
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		

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

MARCH 2019						
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: Mar 1 - Mar 31 (21 Days)

APRIL 2019						
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 (22 Days)

MAY 2019						
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: May 1 - May 30 (22 Days)

JUNE 2019						
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						

Pay Period: May 31 - June 30 (21 Days)

HOLIDAY CAMPUS CLOSURE

As shown below the campus will be closed this year and next year from December 25, 2018 through January 1, 2019. During this period, there are five holidays and one day that would otherwise be a workday. Employees may take and charge Monday, December 31, 2018 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.

Tuesday	12/25/18	Christmas Day
Wednesday	12/26/18	Columbus Day Observed
Thursday	12/27/18	Lincoln’s Birthday (2019) Observed
Friday	12/28/18	President’s Day (2019) Observed
Monday	12/31/18	May use Vacation, CTO, Additional Day Off (ADO) or Personal Holiday
Tuesday	01/01/19	New Year’s Day

NOTE: Such “dock” time must be reported to Payroll Services no later than December 14, 2018 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 2018 Holiday Closure.

HOLIDAYS FOR FISCAL YEAR 2018 - 2019

INDEPENDENCE DAY	WEDNESDAY, JULY 4, 2018	CLOSED
LABOR DAY	MONDAY, SEPTEMBER 3, 2018	CLOSED
VETERANS DAY OBSERVED	MONDAY, NOVEMBER 12, 2018	CLOSED
THANKSGIVING DAY	THURSDAY, NOVEMBER 22, 2018	CLOSED
ADMISSION DAY OBSERVED	FRIDAY, NOVEMBER 23, 2018	CLOSED
CHRISTMAS DAY	TUESDAY, DECEMBER 25, 2018	CLOSED
COLUMBUS DAY OBSERVED	WEDNESDAY, DECEMBER 26, 2018	CLOSED
LINCOLN’S BIRTHDAY (2019) OBSERVED	THURSDAY, DECEMBER 27, 2018	CLOSED
PRESIDENT’S DAY (2019) OBSERVED	FRIDAY, DECEMBER 28, 2018	CLOSED
MAY USE VACATION, CTO, ADO OR PERSONAL HOLIDAY	MONDAY, DECEMBER 31, 2018	CLOSED
NEW YEAR’S DAY	TUESDAY, JANUARY 1, 2019	CLOSED
MARTIN LUTHER KING, JR. DAY	MONDAY, JANUARY 21, 2019	CLOSED
CESAR CHAVEZ DAY	MONDAY, APRIL 1, 2019	CLOSED
MEMORIAL DAY	MONDAY, MAY 27, 2019	CLOSED

ACADEMIC CALENDAR

FALL SEMESTER	AUGUST 20, 2018– DECEMBER 24, 2018	85 DAYS
WINTER SESSION	JANUARY 02, 2019– JANUARY 18, 2019	13 DAYS
SPRING SEMESTER	JANUARY 22, 2019 – MAY 24, 2019	85 DAYS
SPRING RECESS	APRIL 1, 2019– APRIL 7, 2019	5 DAYS
SUMMER SESSION	MAY 28, 2019 – AUGUST 16, 2019	3 SESSIONS