

PAYROLL CALENDAR 2005-2006



JULY 2005						
July 1 - Aug 1 = 22 days						
S	M	T	W	T	F	S
					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					

AUGUST 2005						
Aug 2 - Aug 31 = 22 Days						
S	M	T	W	T	F	S
		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			

SEPTEMBER 2005						
Sept 1 - Sept 30 = 22 Days						
S	M	T	W	T	F	S
				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	

OCTOBER 2005						
Oct 1 - Oct 31 = 21 Days						
S	M	T	W	T	F	S
						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					

NOVEMBER 2005						
Nov 1 - Nov 30 = 22 Days						
S	M	T	W	T	F	S
		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			

DECEMBER 2005						
Dec 1 - Dec 31 = 22 Days						
S	M	T	W	T	F	S
				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

JANUARY 2006						
Jan 1 - Jan 31 = 22 Days						
S	M	T	W	T	F	S
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				

FEBRUARY 2006						
February 1 - March 1 = 21 Days						
S	M	T	W	T	F	S
			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			

MARCH 2006						
March 2 - March 31 = 22 Days						
S	M	T	W	T	F	S
				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	

APRIL 2006						
April 1 - May 1 = 21 Days						
S	M	T	W	T	F	S
						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					

MAY 2006						
May 2 - May 31 = 22 Days						
S	M	T	W	T	F	S
		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			

JUNE 2006						
June 1 - June 30 = 22 Days						
S	M	T	W	T	F	S
				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	

Campus Closed - All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below).

Academic Day - 172 total academic days

Fall 2005 Semester

87 Academic Days: 8/24/2005 - 12/23/2005
 First official day of classes: 8/29/2005
 Final Exams: 12/12/2005 - 12/17/2005

Spring 2006 Semester

85 Academic Days: 1/19/2006 - 5/26/2006
 First official day of classes: 1/23/2006
 Final Exams: 5/15/2006 - 5/19/2006

Spring Break: 3/20/2006 - 3/24/2006

Commencement : 5/20/2006

Pay Day for Faculty & Staff - Pay warrants distributed to department designee.

Pay Day for Students, Hourly/Intermittent, and Overtime Pay - Pay warrants.

Direct Deposit Posted - Monthly pay posted by financial institutions for those employees enrolled in the Direct Deposit Program.

Attendance Due In Payroll - Requests by all employees for Absence and Additional Time Worked (form 634) due.

Monthly Deadline for Personal Data Changes - Deadline to submit address changes, tax withholding, and other changes to Human Resource Programs. 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 1st.

Monthly Master Certification and Unpaid Leave Time Deadline - Deadline to submit signed master certification document to Payroll Administration.

Payroll Cutoff - Last day for Payroll to process unpaid leave time, separations, NDI/DL and all other payroll irregularities. Information reported after this date may require re-issuance of master warrants.

Notes: One Personal Holiday to be used by December 31st as requested and approved. Warrants for faculty and staff are available and released each payday **AFTER 3 PM**



University Holiday Schedule 2005 - 2006



Independence Day - 7/4/2005

Labor Day - 9/5/2005

Thanksgiving Day - 11/24/2005

Admission Day Observed - 11/25/2005

Christmas Day Observed - 12/26/2005

Columbus Day Observed - 12/27/2005

Veterans' Day Observed - 12/28/2005

Lincoln's Birthday Observed - 12/29/2005

Washington's Birthday Observed - 12/30/2005

New Year's Day Observed - 1/2/2006

Martin Luther King, Jr. Day - 1/16/2006

Cesar Chavez Day - 3/31/2006

Memorial Day Observed - 5/29/2006