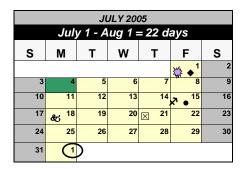
## PAYROLL CALENDAR 2005-2006



	AUGUST 2005									
	Aug 2 - Aug 31 = 22 Days									
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28	29	30	31	)						
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	SEPTEMBER 2005									
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	DECEMBER 2005  Dec 1 - Dec 31 = 22 Days								
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	JANUARY 2006										
	Jan 1 - Jan 31 = 22 Days										
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22	⊠ 23	24	25	26	27	28					
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	FEBRUARY 2006										
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12 13	12	18	18	⊠ 17	16 بھ	×7 • 15	14	13
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26 27	26					(1	28	27
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March 2 - March 31 - 22 Days										
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	APRIL 2006											
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	JUNE 2006 June 1 - June 30 = 22 Days										
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- 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

California State University, Channel Islands Payroll Calendar