# 2015/2016 Payroll Calendar

**DIRECT DEPOSIT POSTING DATE**
- September 25

**STUDENT & HOURLY EMPLOYEE PAYDAY**
- September 25

**PAYROLL CUTOFF/DOCKS DUE BY NOON**
- September 24

**TIME ENTRY SYSTEM OPEN**
- September 24

**STUDENT TIME ENTRY AND APPROVAL DEADLINE**
- September 23

**HOURLY TIME ENTRY AND APPROVAL DEADLINE**
- September 24

**SALARIED TIME ENTRY AND APPROVAL DEADLINE**
- September 24

**FACULTY & STAFF PAYDAY AT 4PM**
- September 24

## Pay Periods

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

- **DIRECT DEPOSIT**: October 22
- **STUDENT & HOURLY EMPLOYEE PAYDAY**: October 22
- **PAYROLL CUTOFF/DOCKS DUE BY NOON**: October 21
- **TIME ENTRY SYSTEM OPEN**: October 21
- **STUDENT TIME ENTRY AND APPROVAL DEADLINE**: October 20
- **HOURLY TIME ENTRY AND APPROVAL DEADLINE**: October 21
- **SALARIED TIME ENTRY AND APPROVAL DEADLINE**: October 21
- **FACULTY & STAFF PAYDAY AT 4PM**: October 22

### Pay Period: Jul 31 - Aug 31 (22 Days)

- **DIRECT DEPOSIT**: August 22
- **STUDENT & HOURLY EMPLOYEE PAYDAY**: August 22
- **PAYROLL CUTOFF/DOCKS DUE BY NOON**: August 21
- **TIME ENTRY SYSTEM OPEN**: August 21
- **STUDENT TIME ENTRY AND APPROVAL DEADLINE**: August 20
- **HOURLY TIME ENTRY AND APPROVAL DEADLINE**: August 21
- **SALARIED TIME ENTRY AND APPROVAL DEADLINE**: August 21
- **FACULTY & STAFF PAYDAY AT 4PM**: August 22

### Pay Period: Sep 1 - Sept 30 (22 Days)

- **DIRECT DEPOSIT**: September 21
- **STUDENT & HOURLY EMPLOYEE PAYDAY**: September 22
- **PAYROLL CUTOFF/DOCKS DUE BY NOON**: September 20
- **TIME ENTRY SYSTEM OPEN**: September 20
- **STUDENT TIME ENTRY AND APPROVAL DEADLINE**: September 19
- **HOURLY TIME ENTRY AND APPROVAL DEADLINE**: September 20
- **SALARIED TIME ENTRY AND APPROVAL DEADLINE**: September 20
- **FACULTY & STAFF PAYDAY AT 4PM**: September 21

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

- **DIRECT DEPOSIT**: April 21
- **STUDENT & HOURLY EMPLOYEE PAYDAY**: April 21
- **PAYROLL CUTOFF/DOCKS DUE BY NOON**: April 20
- **TIME ENTRY SYSTEM OPEN**: April 20
- **STUDENT TIME ENTRY AND APPROVAL DEADLINE**: April 19
- **HOURLY TIME ENTRY AND APPROVAL DEADLINE**: April 20
- **SALARIED TIME ENTRY AND APPROVAL DEADLINE**: April 20
- **FACULTY & STAFF PAYDAY AT 4PM**: April 21

### Pay Period: May 1 - May 31 (22 Days)

- **DIRECT DEPOSIT**: May 21
- **STUDENT & HOURLY EMPLOYEE PAYDAY**: May 21
- **PAYROLL CUTOFF/DOCKS DUE BY NOON**: May 20
- **TIME ENTRY SYSTEM OPEN**: May 20
- **STUDENT TIME ENTRY AND APPROVAL DEADLINE**: May 19
- **HOURLY TIME ENTRY AND APPROVAL DEADLINE**: May 20
- **SALARIED TIME ENTRY AND APPROVAL DEADLINE**: May 20
- **FACULTY & STAFF PAYDAY AT 4PM**: May 21

### Pay Period: June 1 - June 30 (22 Days)

- **DIRECT DEPOSIT**: June 21
- **STUDENT & HOURLY EMPLOYEE PAYDAY**: June 21
- **PAYROLL CUTOFF/DOCKS DUE BY NOON**: June 20
- **TIME ENTRY SYSTEM OPEN**: June 20
- **STUDENT TIME ENTRY AND APPROVAL DEADLINE**: June 19
- **HOURLY TIME ENTRY AND APPROVAL DEADLINE**: June 20
- **SALARIED TIME ENTRY AND APPROVAL DEADLINE**: June 20
- **FACULTY & STAFF PAYDAY AT 4PM**: June 21
HOLIDAY CAMPUS CLOSURE

As shown below the campus will be closed this year and next year from December 25, 2015 through January 1, 2016. During this period, there are five holidays and one day that would otherwise be a workday. Employees may take and charge Thursday, December 31, 2015 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.

Friday 12/25/15 Christmas Day Observed
Monday 12/28/15 Columbus Day Observed
Tuesday 12/29/15 Lincoln’s Birthday (2016) Observed
Wednesday 12/30/15 President’s Day (2016) Observed
Thursday 12/31/15 May use Vacation, CTO, Additional Day Off (ADO) or Personal Holiday
Friday 01/01/16 New Year’s Day Observed

NOTE: Such “dock” time must be reported to Payroll Services no later than December 18, 2015 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 2015 Holiday Closure.

HOLIDAYS FOR FISCAL YEAR 2015–2016

INDEPENDENCE DAY FRIDAY, JULY 3, 2015 CLOSED
LABOR DAY MONDAY, SEPTEMBER 7, 2015 CLOSED
VETERANS DAY OBSERVED WEDNESDAY, NOVEMBER 11, 2015 CLOSED
THANKSGIVING DAY THURSDAY, NOVEMBER 26, 2015 CLOSED
ADMISSION DAY OBSERVED FRIDAY, NOVEMBER 27, 2015 CLOSED
CHRISTMAS DAY FRIDAY, DECEMBER 25, 2015 CLOSED
COLUMBUS DAY OBSERVED MONDAY, DECEMBER 28, 2015 CLOSED
LINCOLN’S BIRTHDAY (2016) OBSERVED TUESDAY, DECEMBER 29, 2015 CLOSED
PRESIDENT’S DAY (2016) OBSERVED WEDNESDAY, DECEMBER 30, 2015 CLOSED
MAY USE VACATION, CTO, ADO OR PERSONAL HOLIDAY THURSDAY, DECEMBER 31, 2015 CLOSED
NEW YEAR’S DAY FRIDAY, JANUARY 1, 2016 CLOSED
MARTIN LUTHER KING, JR. DAY MONDAY, JANUARY 18, 2016 CLOSED
CESAR CHAVEZ DAY THURSDAY, MARCH 31, 2016 CLOSED
MEMORIAL DAY MONDAY, MAY 30, 2016 CLOSED

ACADEMIC CALENDAR

FALL SEMESTER AUGUST 17, 2015 – DECEMBER 22, 2015 86 DAYS
WINTER SESSION JANUARY 04, 2016 – JANUARY 15, 2016 2 WEEKS
SPRING SEMESTER JANUARY 19, 2016 – MAY 20, 2016 85 DAYS
SPRING RECESS MARCH 28, 2016 – APRIL 1, 2016 5 DAYS
SUMMER SESSION MAY 23, 2016 – AUGUST 19, 2016 3 SESSIONS