

PAYROLL CALENDAR 2004-2005



JULY 2004						
July 1 - July 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

AUGUST 2004						
Aug 1 - Aug 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				

SEPTEMBER 2004						
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 2004						
Oct 1 - Nov 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					

NOVEMBER 2004						
Nov 2 - Dec 1 = 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	1			

DECEMBER 2004						
Dec 2 - Dec 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	

JANUARY 2005						
Jan 1 - Jan 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					

FEBRUARY 2005						
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 2005						
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 2005						
April 1 - April 30 = 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

MAY 2005						
May 1 - May 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				

JUNE 2005						
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 - 173 total academic days

Fall 2004 Semester
 86 Academic Days: 8/24/2004 - 12/23/2004
 First official day of classes: 8/30/2004
 Final Exams: 12/13/2004 - 12/18/2004

Spring 2005 Semester
 87 Academic Days: 1/20/2005 - 5/27/2005
 First official day of classes: 1/24/2005
 Final Exams: 5/16/2005 - 5/20/2005

Spring Break: 3/21/2005 - 3/25/2005
Commencement : 5/21/2005

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

Pay Day for Students, Hourly/Intermittent, and Overtime Pay/Shift Differential

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 - 2004 - 2005



Independence Day - 7/5/2004
Labor Day - 9/6/2004
Thanksgiving Day - 11/25/2004
Admission Day Observed - 11/26/2004
Christmas Day - 12/24/2004
Columbus Day Observed - 12/27/2004
Veterans' Day Observed - 12/28/2004

Lincoln's Birthday Observed - 12/29/2004
Washington's Birthday Observed - 12/30/2004
New Year's Day - 12/31/2004
Martin Luther King, Jr. Day - 1/17/2005
Cesar Chavez Day - 3/31/2005
Memorial Day Observed - 5/30/2005