



2018 SACRAMENTO STATE PAYROLL CALENDAR

Payroll Website csus.edu/hr/departments/payroll (Dates subject to change)

22 Days/168 Hours **JULY 2018** AY = 0 days

| S | M | T | W | T | F | S |
|----|------|-------|-----|----|---------|----|
| 1 | 2 DD | 3 ★ | 4 H | 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 \$ | | | | |

22 Days/176 Hours **OCTOBER 2018** AY = 22 days

| S | M | T | W | T | F | S |
|----|---------|-------|----|-----|----|----|
| | 1 DD | 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 \$ | | | | |

22 Days/176 Hours **AUGUST 2018** AY = 7 Days

| S | M | T | W | T | F | S |
|----|-----|----|---------|-------|----|----|
| | | | 1 DD | 2 ★ | 3 | 4 |
| 5 | 6 ⚡ | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 \$\$ | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 AB ▲ | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 \$ | | |

22 Days/160 Hours **NOVEMBER 2018** AY = 19 Days

| S | M | T | W | T | F | S |
|----|------|----|-------|---------|----|----|
| | | | 31 DD | 1 ★ | 2 | 3 |
| 4 | 5 ⚡ | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 H | 13 | 14 | 15 \$\$ | 16 | 17 |
| 18 | 19 ▲ | 20 | 21 | 22 H | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 \$ | | |

21 Days/160 Hours **SEPTEMBER 2018** AY = 20 days

| S | M | T | W | T | F | S |
|----|-----|-----|----|------|---------|----|
| | | | | | 31 DD | 1 |
| 2 | 3 H | 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 | | | | | | |

22 Days/136 Hours **DECEMBER 2018** AY = 19 Days

| S | M | T | W | T | F | S |
|----|------|------|------|------|---------|----|
| | | | | | 30 DD | 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 H | 26 H | 27 H | 28 H | 29 |
| 30 | 31 H | | | | | |

| | |
|------|--|
| \$ | Pay Day (Master) |
| DD | Direct Deposit (Master) |
| \$\$ | Pay Day/Direct Deposit (Students, Hourly, OVT, Shift, Stipend) |
| H | Campus Closed/Holiday |
| | Academic Work Day |

- ★ Time Reporting/Absence Entry Deadline
- ⚡ Timesheets and Absence Reports Due in Payroll
- ⚡ Absence/Online Time Reporting Approval Deadline
- ▲ Payroll Master Cutoff
- (Docks, Address and Withholding Changes)

Academic Semester/Faculty Pay Distribution

Fall 2018 Semester - 8/22/18-1/2/19 (88 academic work days) 6 Payments per semester - Paydates = (1) 9/28/18, (2) 10/30/18, (3) 11/29/18, (4) 12/31/18, (5) 1/30/19, (6) 2/28/19 or 8/29/19* *Please Note: If teaching the Fall and Spring then payment 6 for Fall of 2018 will be on 8/29/19 and reflect the # of units taught in the Fall of 2018.



2019 SACRAMENTO STATE PAYROLL CALENDAR

Payroll Website csus.edu/hr/departments/payroll (Dates subject to change)

22 Days/160 Hours **JANUARY 2019** AY = 11 Days

| S | M | T | W | T | F | S |
|----|------|---------|-------|-----|----|----|
| | | 1 H | 2 DD | 3 ☆ | 4 | 5 |
| 6 | 7 ⚡ | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 \$\$ | 16 | 17 | 18 | 19 |
| 20 | 21 H | 22 ▲ | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 \$ | | | |

22 Days/168 Hours **APRIL 2019** AY = 21 days

| S | M | T | W | T | F | S |
|----|---------|-------|-----|----|-----|----|
| | 1 H | 2 DD | 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 \$ | | | | |

21 Days/168 Hours **FEBRUARY 2019** AY = 21 Days

| S | M | T | W | T | F | S |
|----|----|-----|------|-------|---------|----|
| | | | | 31 DD | 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 \$ | | |

22 Days/168 Hours **MAY 2019** AY = 18 Days

| S | M | T | W | T | F | S |
|----|------|------|---------|-------|----|----|
| | | | 1 DD | 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 H | 28 | 29 | 30 \$ | | |

21 Days/168 Hours **MARCH 2019** AY = 16 Days

| S | M | T | W | T | F | S |
|----|-----|----|-----|------|---------|----|
| | | | | | 1 DD | 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 | | | | | | |

21 Days/168 Hours **JUNE 2019** AY = 0 Days

| S | M | T | W | T | F | S |
|----|-----|----|------|----|---------|----|
| | | | | | 31 DD | 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 Day (Master) |
| DD | Direct Deposit (Master) |
| \$\$ | Pay Day/Direct Deposit (Students, Hourly, OVT, Shift, Stipend) |
| H | Campus Closed/Holiday |
| | Academic Work Day |

- ☆ Time Reporting/Absence Entry Deadline
- ⚡ Timesheets and Absence Reports Due in Payroll
- ⚡ Absence/Online Time Reporting Approval Deadline
- ▲ Payroll Master Cutoff
(Docks, Address and Withholding Changes)

Academic Semester/Faculty Pay Distribution

Holiday Dates 2018

| | |
|--|-------------|
| Independence Day (observed) | July 4 |
| Labor Day | September 3 |
| Veteran's Day | November 12 |
| Thanksgiving | November 22 |
| Governor/Presidents release time (tentative) | December 24 |
| Christmas Day (observed) | December 25 |
| Columbus Day (observed) | December 26 |
| Lincoln's Birthday (observed) | December 27 |
| President's Birthday (observed) | December 28 |
| Admission Day (observed) | December 31 |

Holiday Dates 2019

| | |
|-----------------------------|------------|
| New Years Day (Observed) | January 1 |
| Martin Luther King, Jr. Day | January 21 |
| Cesar Chavez Day | April 1 |
| Memorial Day | May 27 |