

**CALENDAR YEAR 2016**  
**"State" Faculty and Staff**

<b>Pay Period</b>	<b>Includes (1) Dates Of:</b>	<b>Days-Hours Inc. Holidays</b>	<b>Master Payroll PeopleSoft Cutoff</b>	<b>Master Payroll SCO Cutoff (2)</b>	<b>Attendance Due In Payroll 10 a.m.</b>	<b>Payday 3:00 p.m.</b>	<b>Direct Deposit Posting Dates</b>	<b>CSUSB Campus Closures* Holidays</b>
January	1/1--1/31	21---168	<b>Thursday--1/14</b>	Thursday--1/21	Thursday--1/28	Friday--1/29	02/01/16	1/1,1/18
February	2/1--3/1	22---176	<b>Friday--2/12</b>	Friday--2/19	Monday--2/29	Tuesday--3/1	03/02/16	
March	3/2--3/31	22---176	<b>Tuesday--3/15</b>	Tuesday--3/22	Tuesday--3/29	Wednesday--3/30	04/01/16	3/31
April	4/1--4/30	21---168	<b>Thursday--4/14</b>	Thursday--4/21	Thursday--4/28	Friday--4/29	05/02/16	
May	5/1--5/31	22---176	<b>Friday--5/13</b>	Friday--5/20	Friday--5/27	Tuesday--5/31	06/01/16	5/30
June	6/1--6/30	22---176	<b>Tuesday--6/14</b>	Tuesday--6/21	Wednesday--6/29	Thursday--6/30	07/01/16	
July	7/1--8/1	22---176	<b>Thursday--7/14</b>	Thursday--7/21	Friday--7/29	Monday--8/1	08/02/16	7/4
August	8/2--8/31	22---176	<b>Tuesday--8/16</b>	Tuesday--8/23	Tuesday--8/30	Wednesday--8/31	09/01/16	
September	9/1--9/30	22---176	<b>Thursday--9/15</b>	Thursday--9/22	Thursday--9/29	Friday--9/30	10/03/16	9/5
October	10/1--10/31	21---168	<b>Friday--10/14</b>	Friday--10/21	Friday--10/28	Monday--10/31	11/01/16	
November	11/1--11/30	22---176	<b>Monday--11/14</b>	Friday--11/18	Tuesday--11/29	Wednesday--11/30	12/01/16	<b>Charge time 11/25</b> 11/11,11/24
December	12/1--12/31	22---176	<b>Tuesday--12/13</b>	Tuesday--12/20	Friday--12/23	<b>Friday--12/30 *</b>	01/03/17	12/26; 12/27--12/30

(1) Pay period dates do not coincide with calendar dates.

**\* = Campus Closure**

(2) Personnel/Payroll transactions must be processed by the payroll department on this date

to insure a correct pay warrant.

**NOTE:** For "docks" (absent without leave to cover) occurring after Master Payroll cut-off,

the Payroll Department must be notified on a daily basis.