

UCD PAYROLL CALENDAR - 2017

FIRST TWO POSITIONS OF LEGEND CODE:

MO **MONTHLY CURRENT PAYROLL -**
Normally paid the first working day of each month.

B1/B2 **BIWEEKLY PAYROLL -**
Indicates the first and second biweekly pay periods; normally paid every other Wednesday of each month.

THIRD POSITION OF THE LEGEND CODE:

- A** Designates the day time files/timesheets are due to A&FS.
- C** Designates the day pay is computed.
- D** Designates the day time files/timesheets are released to Depts.
- E** Designates the end of a payroll period.
- P** Designates the day pay is released to employees.

OTHER:

HOL **Holiday -**
Includes dates designated as UCD holidays by the Chancellor.

****** **Benefit Holiday -**
No flat dollar deductions will be withheld from pay.
There are 26 biweekly paydays per year, and only 24 paydays are needed to cover flat dollar deductions. Thus, 2 paydays are designated as Benefit Holidays. Only percentage based deductions will be taken from paychecks on the Benefit Holidays. The Benefit Holiday occurs on the payday reflecting payment for the third biweekly pay period end date in the same month.

MM **Monthly Maintenance of PPS -**
Inactive employees are automatically separated by the I-4 rule and appointments/distributions that have been expired for two months are automatically purged.

← Biweekly vacation and sick leave accrual dates.

JANUARY							22 DAYS/176 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
1	HOL 2	MOP 3	B1A 4	5	B1C 6	7	
8	MM 9	B2D 10	B1P** 11	12	13	14 B2E ⇐	
15	HOL 16	MOD 17	B2A 18	19	B2C 20	21 ⇐	
22	23	B1D 24	B2P MOA 25	26	MOC 27	28 B1E	
29	30	31					

FEBRUARY							20 DAYS/160 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
			MOP B1A 1	2	B1C 3	4	
5	MM 6	B2D 7	B1P 8	9	10	11 B2E ⇐	
12	13	MOD B2A 14	15	B2C 16	17	18 ⇐	
19	HOL 20	B1D 21	B2P MOA 22	23	MOC 24	25 B1E	
26	27	28					

MARCH							23 DAYS/184 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
			MOP B1A 1	2	B1C 3	4	
5	MM 6	B2D 7	B1P 8	9	10	11 B2E ⇐	
12	13	MOD 14	B2A 15	16	B2C 17	18 ⇐	
19	20	B1D 21	B2P 22	MOA 23	24	25 B1E	
26	MOC 27	B1A 28	29	MOP B1C 30	HOL 31		

APRIL							20 DAYS/160 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	MM 3	B2D 4	B1P 5	6	7	8 B2E ⇐	
9	10	11	B2A 12	MOD 13	B2C 14	15	
16	17	B1D 18	B2P 19	20	21	22 B1E	
23	MOA 24	25	B1A MOC 26	27	B1C 28	29	
30							

MAY							23 DAYS/184 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
	MOP MM 1	B2D 2	B1P 3	4	5	6 B2E ⇐	
7	8	9	B2A 10	11	B2C 12	13	
14	MOD 15	B1D 16	B2P 17	18	19	20 B1E	
21	22	B1A 23	MOA 24	B1C 25	MOC 26	27	
28	HOL 29	B2D MM 30	B1P 31				

JUNE							22 DAYS/176 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
				MOP 1	2	3 B2E ⇐	
4	5	6	B2A 7	8	B2C 9	10	
11	12	B1D 13	B2P MOD 14	15	16	17 B1E	
18	19	20	B1A 21	22	B1C MOA 23	24	
25	26	B2D MOC 27	B1P MM 28	29	MOP 30		

JULY							21 DAYS/168 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
						B2E	⇐
2	3	HOL 4	B2A 5	6	B2C 7	8	
9	10	B1D 11	B2P 12	MOD 13		14	15
						B1E	
16	17		B1A 19	20	B1C 21	22	
23	MOA 24	B2D 25	B1P 26	27	28	29	
30	31		MOC			B2E	⇐

AUGUST							23 DAYS/184 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
		MOP 1	B2A 2	3	B2C 4	5	
6	MM 7	B1D 8	B2P** 9	10	11	12	
13	14	MOD 15	B1A 16	17	B1C 18	19	B1E
20	21	B2D 22	B1P 23	MOA 24	25	26	
						B2E	⇐
27	MOC 28	B2A 29	30	B2C 31			

SEPTEMBER							21 DAYS/168 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
					MOP 1	2	
3	HOL 4	B1D 5	B2P 6	7	8	9	
10	11	MOD 12	B1A 13	14	B1C 15	16	B1E
17	18	B2D 19	B1P 20	MOA 21	22	23	
						B2E	⇐
24	MOC 25	26	B2A 27	28	MOP 29	B2C 30	

OCTOBER							22 DAYS/176 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
1	MM 2	B1D 3	B2P 4	5	6	7	
						B1E	
8	9		B1A 11	12	B1C 13	14	MOD
15	16	B2D 17	B1P 18	19	20	21	
						B2E	⇐
22	23	MOA 24	B2A 25	MOC 26	B2C 27	28	
29	MM 30	B1D 31					

NOVEMBER							22 DAYS/176 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
			B2P 1	2	3	4	
			MOP			B1E	
5	6	B1A 7	8	B1C 9	HOL 10	11	
12	MOD 13	B2D 14	B1P 15	16	17	18	
						B2E	⇐
19	B2A 20	21	B2C 22	MOA 23	HOL 24	25	
26	27	B1D 28	B2P 29	30			
		MOC	MM				

DECEMBER							21 DAYS/168 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
					MOP 1	2	
3	4	B2D 5	B1A 6	7	B1C 8	9	B1E
10	11	MOD 12	B1P 13	B2A 14	15	16	
						B2E	⇐
17	MOA 18	B2C 19	MOC 20	21	HOL 22	23	
24	HOL 25	B1D 26	B2P 27	28	HOL 29	30	
31						B1E	

*HOLIDAYS SUBJECT TO CHANGE
DUE TO CHANCELLOR DESIGNATION