

# UCD PAYROLL CALENDAR - 2018

## 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.



<b>JULY</b>							22 DAYS/176 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
1	B2A		HOL	B2C	MM		
8		B1D	B2P**				B1E
15		MOD	B1A		B1C		
22		B2D MOA	B1P	MOC			B2E
29							

<b>AUGUST</b>							23 DAYS/184 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
			MOP B2A		B2C		
5	MM	B1D	B2P				B1E
12		MOD	B1A		B1C		
19		B2D	B1P	MOA			B2E
26	MOC	B2A		B2C	MOP MM		

<b>SEPTEMBER</b>							20 DAYS/160 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
							1
2	HOL	B1D	B2P				B1E
9			B1A MOD		B1C		
16		B2D	B1P		MOA		B2E
23		MOC	B2A		B2C		
30							

<b>OCTOBER</b>							23 DAYS/184 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
	MOP MM	B1D	B2P				B1E
7			B1A		B1C		
14		B2D MOD	B1P				B2E
21			B2A	MOA	B2C		
28	MOC	B1D MM	B2P				

<b>NOVEMBER</b>							22 DAYS/176 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
				MOP			B1E
4		B1A		B1C	MOD		
11	HOL	B2D	B1P				B2E
18	B2A		B2C MOA	HOL	HOL		
25		B1D MOC	B2P MM		MOP		

<b>DECEMBER</b>							21 DAYS/168 HOURS
SUN	MON	TUE	WED	THU	FRI	SAT	
							1
2			B2D MOD	B1A		B1C	B1E
9			B1P	B2A			
16	B2C	MOA	B1D	MOC			B2E
23	HOL	HOL	B2P				
30	HOL						B1E

\*HOLIDAYS SUBJECT TO CHANGE  
DUE TO CHANCELLOR DESIGNATION