### University Enterprises Corporation at CSUSB

#### Payroll Calendar 2016

Paychecks are released from UEC Front Desk room 109 on paydays between the hours of 10 am - 3 pm.

#### Pay Periods

- **Dec 16-31, 2015**: Payday is on Fri July 8, check ready at 1 pm July 7
- **Jan 15**: Payday is on Fri Jan 22, check ready at 1 pm Jan 21
- **Jan 29**: Payday is on Fri Feb 5, check ready at 1 pm Feb 4
- **Feb 12**: Payday is on Fri Feb 26, check ready at 1 pm Feb 25
- **Feb 29**: Payday is on Fri Mar 12, check ready at 1 pm Mar 11
- **Mar 15**: Payday is on Fri Mar 26, check ready at 1 pm Mar 25
- **Mar 30**: Payday is on Fri Apr 10, check ready at 1 pm Apr 9
- **Apr 15**: Payday is on Fri Apr 23, check ready at 1 pm Apr 22
- **Apr 29**: Payday is on Fri May 12, check ready at 1 pm May 11
- **May 13**: Payday is on Fri May 29, check ready at 1 pm May 28
- **May 31**: Payday is on Fri Jun 12, check ready at 1 pm Jun 11
- **Jun 15**: Payday is on Fri Jun 26, check ready at 1 pm Jun 25
- **Jun 30**: Payday is on Fri Jul 12, check ready at 1 pm Jul 11
- **Jul 14**: Payday is on Fri Jul 26, check ready at 1 pm Jul 25
- **Jul 28**: Payday is on Fri Aug 12, check ready at 1 pm Aug 11
- **Aug 15**: Payday is on Fri Aug 29, check ready at 1 pm Aug 28
- **Aug 31**: Payday is on Fri Sep 12, check ready at 1 pm Sep 11
- **Sep 15**: Payday is on Fri Sep 29, check ready at 1 pm Sep 28
- **Sep 30**: Payday is on Fri Oct 12, check ready at 1 pm Oct 11
- **Oct 14**: Payday is on Fri Oct 29, check ready at 1 pm Oct 28
- **Oct 31**: Payday is on Fri Nov 12, check ready at 1 pm Nov 11
- **Nov 15**: Payday is on Fri Nov 29, check ready at 1 pm Nov 28
- **Nov 30**: Payday is on Fri Dec 12, check ready at 1 pm Dec 11
- **Dec 15**: Payday is on Fri Dec 29, check ready at 1 pm Dec 28
- **Dec 31**: Payday is on Fri Jan 12, check ready at 1 pm Jan 11

#### Important Dates

- **June 16-30**: Payday is on Fri July 8, check ready at 1 pm July 7
- **July 22**: Payday is on Fri Jul 26, check ready at 1 pm Jul 25
- **Aug 1-15**: Payday is on Fri Aug 29, check ready at 1 pm Aug 28
- **Sep 16-30**: Payday is on Fri Sep 29, check ready at 1 pm Sep 28
- **Oct 1-15**: Payday is on Fri Oct 29, check ready at 1 pm Oct 28
- **Oct 16-31**: Payday is on Fri Nov 12, check ready at 1 pm Nov 11
- **Nov 15**: Payday is on Fri Nov 29, check ready at 1 pm Nov 28
- **Nov 30**: Payday is on Fri Dec 12, check ready at 1 pm Dec 11
- **Dec 1-15**: Payday is on Fri Dec 29, check ready at 1 pm Dec 28
- **Dec 16-31**: Payday is on Fri Jan 12, check ready at 1 pm Jan 11

#### Holidays

- **Jan 1-2, 2017**: New Year’s Day (2 days)
- **Jan 15**: Martin Luther King Jr. Day
- **Feb 15**: President’s Day
- **Mar 26**: Good Friday
- **Apr 15**: Easter Sunday
- **May 29**: Memorial Day
- **Jun 16**: Independence Day
- **Jul 4**: Independence Day
- **Aug 15**: Labor Day
- **Sep 1**: Labor Day
- **Nov 11**: Veterans Day
- **Nov 25**: Thanksgiving Day
- **Dec 25**: Christmas Day
- **Dec 26**: Christmas Day
- **Dec 31**: New Year’s Day

#### UEC Closure Dates

- **Nov 25**: UEC is closed. Benefited employees will need to use vacation or personal holiday or unpaid time off.
- **Dec 23**: Possible half day Governor holiday
- **Dec 23**: Possible half day Governor holiday

#### Time Sheet Due Dates

- **Jan 15**: Time Sheet Due for Dec 16-31, 2015
- **Feb 15**: Time Sheet Due for Jan 15-31, 2016
- **Feb 29**: Time Sheet Due for Feb 15-29, 2016
- **Mar 15**: Time Sheet Due for Feb 15-29, 2016
- **Mar 30**: Time Sheet Due for Mar 15-31, 2016
- **Apr 15**: Time Sheet Due for Mar 15-31, 2016
- **Apr 29**: Time Sheet Due for Apr 15-29, 2016
- **May 13**: Time Sheet Due for Apr 15-29, 2016
- **May 31**: Time Sheet Due for May 13-31, 2016
- **Jun 15**: Time Sheet Due for May 31-31, 2016
- **Jun 30**: Time Sheet Due for Jun 15-30, 2016
- **Jul 14**: Time Sheet Due for Jun 30-14, 2016
- **Jul 28**: Time Sheet Due for Jul 14-28, 2016
- **Aug 31**: Time Sheet Due for Aug 15-31, 2016
- **Sep 15**: Time Sheet Due for Aug 31-15, 2016
- **Sep 30**: Time Sheet Due for Sep 15-30, 2016
- **Oct 14**: Time Sheet Due for Sep 30-14, 2016
- **Oct 31**: Time Sheet Due for Oct 14-31, 2016
- **Nov 15**: Time Sheet Due for Oct 31-15, 2016
- **Nov 30**: Time Sheet Due for Nov 15-30, 2016
- **Dec 15**: Time Sheet Due for Nov 30-15, 2016
- **Dec 31**: Time Sheet Due for Dec 15-31, 2016