

January 2014

CSS Clients Payroll Calendar

UC Berkeley

Student Pay Cycles:

- ◇ **Kronos** (Police, P&T, Rec Sports & Athletics) 12/15/13 –1/14/14
- ◇ All other students are 1st to the end of the month

Separation Check Request:

Payroll must be notified at least 5 business days prior to employees separation date in order to ensure an on time check.

Disclaimer: Deadlines are present to ensure that all payroll processing is finished in time to produce payment to the employees on their specified pay dates. If time is submitted after the deadline, pay will most likely be received on the following pay period.

Mon	Tue	Wed	Thu	Fri
		1 Holiday	2 PAYDAY (For Exempt, Non-exempt Fixed, & BYN Employees) TMS & CalTime timesheets due for December by 5PM (for employees paid on the 31st)	3
6 5PM Deadline for Pay on 1/16/14 Supervisor approval for Cal-Time and TMS by 5pm for employees paid on 1/31/14	7	8 PAYDAY (For Students, Semi-monthly & Variable appointment Employees)	9	10
13 5PM Deadline for Pay on 1/23/14 • Library Bindery & UHS • Custodian pay roster DUE	14	15	16 PAYDAY	17
20 Holiday	21 5PM Deadline for Pay on 1/31/14 BYN Time sheets for Rec Sports and Athletics DUE	22	23 PAYDAY (For Semi-monthly Employees)	24
27 Campus Shared Services UC BERKELEY	28	29 5PM Deadline for Pay on 2/7/2014 • ALL HOURLY Employees paid on Paper timesheets • Library Bindery & UHS Custodian pay roster DUE • Supervisor approval of TMS Hourly Employee Time-sheets Last day to update Kronos 6.1	30	31 PAYDAY (For Exempt, Non-exempt Fixed, & BYN Employees) TMS & CalTime timesheets due for January by 5PM (for employees paid on the 1st)

February 2014

CSS Clients Payroll Calendar

UC Berkeley

Student Pay Cycles:

- ◇ **Kronos** (Police, P&T, Rec Sports & Athletics) 1/15/14 – 2/14/14
- ◇ **TMS** (All Students are 1st to the end of the month)

Separation Check Request:

Payroll must be notified at least 5 business days prior to employees separation date in order to ensure an on time check.

Disclaimer: Deadlines are present to ensure that all payroll processing is finished in time to produce payment to the employees on their specified pay dates. If time is submitted after the deadline, pay will most likely be received on the following pay period.

Mon	Tue	Wed	Thu	Fri
3	4 5PM Deadline for Pay on 2/14/14	5 Supervisor approval for Cal-Time and TMS by 5pm for employees paid on 2/28/14	6	7 PAYDAY (For Students, Semi-monthly & Variable appointment Employees)
10	11 5PM Deadline for Pay on 2/21/14 • Library Bindery & UHS • Custodian pay roster DUE	12	13	14 PAYDAY
17 Holiday	18	19 5PM Deadline for Pay on 2/28/14 BYN Time sheets for Rec Sports and Athletics DUE	20	21 PAYDAY (For Semi-monthly Employees)
24 	25	26 5PM Deadline for Pay on 3/7/14 • ALL HOURLY Employees paid on Paper timesheets • Library Bindery & UHS Custodian pay roster DUE • Supervisor approval of TMS Hourly Employee Timesheets Last day to update Kronos 6.1	27	28 PAYDAY (For Exempt, Non-exempt Fixed, & BYN Employees) TMS & CalTime timesheets due for February by 5PM (for employees paid on the 1st)

March 2014

CSS Clients Payroll Calendar

UC Berkeley

Student Pay Cycles:

- ◇ **Kronos** (Police, P&T, Rec Sports & Athletics) 2/15/14 – 3/14/14
- ◇ **TMS** (All Students are 1st to the end of the month)

Separation Check Request:

Payroll must be notified at least 5 business days prior to employees separation date in order to ensure an on time check.

Disclaimer: Deadlines are present to ensure that all payroll processing is finished in time to produce payment to the employees on their specified pay dates. If time is submitted after the deadline, pay will most likely be received on the following pay period.

Mon	Tue	Wed	Thu	Fri
3	4	5 5PM Deadline for Pay on 3/14/14 Supervisor approval for CalTime and TMS by 5pm for employees paid on 4/1/14	6	7 PAYDAY (For Students, Semi-monthly & Variable appointment Employees)
10	11	12 5PM Deadline for Pay on 3/21/14 • Library Bindery & UHS • Custodian pay roster DUE	13	14 PAYDAY
17	18	19 5PM Deadline for Pay on 4/1/14 BYN Time sheets for Rec Sports and Athletics DUE	20	21 PAYDAY (For Semi-monthly Employees)
24	25	26 5PM Deadline for Pay on 4/8/14 • ALL HOURLY Employees paid on Paper timesheets • Library Bindery & UHS Custodian pay roster DUE • Supervisor approval of TMS Hourly Employee Time-sheets Last day to update Kronos 6.1	27	28 Holiday Campus Shared Services UC BERKELEY
31				

April 2014

CSS Clients Payroll Calendar

UC Berkeley

Student Pay Cycles:

- ◇ **Kronos** (Police, P&T, Rec Sports & Athletics) 3/15/14 4/14/14
- ◇ **TMS** (All Students are 1st to the end of the month)

Separation Check Request:

Payroll must be notified at least 5 business days prior to employees separation date in order to ensure an on time check.

Disclaimer: Deadlines are present to ensure that all payroll processing is finished in time to produce payment to the employees on their specified pay dates. If time is submitted after the deadline, pay will most likely be received on the following pay period.

Mon	Tue	Wed	Thu	Fri
	1 PAYDAY (For Exempt, Non-exempt Fixed, & BYN Employees) TMS & CalTime timesheets due for March by 5PM (for employees paid on the 1st)	2	3	4 5PM Deadline for Pay on 4/16/14 Supervisor approval for CalTime and TMS by 5pm for employees paid on 5/1/14
7	8 PAYDAY (For Students, Semi-monthly & Variable appointment Employees)	9	10	11 5PM Deadline for Pay on 4/23/14 <ul style="list-style-type: none"> Library Bindery & UHS Custodian pay roster DUE
14	15	16 PAYDAY	17	18
21 5PM Deadline for Pay on 5/1/14 BYN Time sheets for Rec Sports	22	23 PAYDAY (For Semi-monthly Employees)	24	25
28	29 5PM Deadline for Pay on 5/8/14 <ul style="list-style-type: none"> ALL HOURLY Employees paid on Paper timesheets Library Bindery & UHS Custodian pay roster DUE Supervisor approval of TMS Hourly Employee Time-sheets Last day to update Kronos 6.1	30		

May 2014

CSS Clients Payroll Calendar

UC Berkeley


Student Pay Cycles:

- ◇ **Kronos** (Police, P&T, Rec Sports & Athletics) 4/15/14 – 5/14/14
- ◇ All other students are 1st to the end of the month

Separation Check Request:

Payroll must be notified at least 5 business days prior to employees separation date in order to ensure an on time check.

Disclaimer: Deadlines are present to ensure that all payroll processing is finished in time to produce payment to the employees on their specified pay dates. If time is submitted after the deadline, pay will most likely be received on the following pay period.

Mon	Tue	Wed	Thu	Fri
			1 PAYDAY (For Exempt, Non-exempt Fixed, & BYN Employees) TMS & CalTime timesheets due for April by 5PM (for employees paid on the 30th)	2
5 Supervisor approval for Cal-Time and TMS by 5pm for employees paid on 5/30/14	6 5PM Deadline for Pay on 5/16/14	7	8 PAYDAY (For Students, Semi-monthly & Variable appointment Employees)	9
12	13 5 PM Deadline for Pay on 5/23/14 <ul style="list-style-type: none"> Library Bindery & UHS Custodian pay roster DUE 	14	15	16 PAYDAY
19	20 5PM Deadline for Pay on 5/30/14 BYN Time sheets for Rec Sports	21	22	23 PAYDAY (For Semi-monthly Employees)
26 Holiday	27	28 5PM Deadline for Pay on 6/6/14 <ul style="list-style-type: none"> ALL HOURLY Employees paid on Paper timesheets Library Bindery & UHS Custodian pay roster DUE Supervisor approval of TMS Hourly Employee Time-sheets Last day to update Kronos 6.1	29	30 PAYDAY (For Exempt, Non-exempt Fixed, & BYN Employees)

June 2014

CSS Clients Payroll Calendar

UC Berkeley

Student Pay Cycles:

- ◇ **Kronos** (Police, P&T, Rec Sports & Athletics) 5/15/14 – 6/14/14
- ◇ All other students are 1st to the end of the month

Separation Check Request:

Payroll must be notified at least 5 business days prior to employees separation date in order to ensure an on time check.

Disclaimer: Deadlines are present to ensure that all payroll processing is finished in time to produce payment to the employees on their specified pay dates. If time is submitted after the deadline, pay will most likely be received on the following pay period.

Mon	Tue	Wed	Thu	Fri
2 TMS & CalTime timesheets due for May by 5PM (for employees paid on the 1st)	3	4 5PM Deadline for Pay on 6/16/14	5 Supervisor approval for CalTime and TMS by 5pm for employees paid on 7/1/14	6 PAYDAY (For Students, Semi-monthly & Variable appointment Employees)
9	10	11 5PM Deadline for Pay on 6/23/14 • Library Bindery & UHS • Custodian pay roster	12	13
16 PAYDAY	17	18 5PM Deadline for Pay on 7/1/14 BYN Time sheets for Rec Sports and Athletics DUE	19	20
23 PAYDAY (For Semi-monthly Employees)	24	25 5PM Deadline for Pay on 7/8/14 • ALL HOURLY Employees paid on Paper time-sheets • Library Bindery & UHS Custodian pay roster DUE • Supervisor approval of TMS Hourly Employee Timesheets	26	27
30				Campus Shared Services UC BERKELEY