



Payroll: Official Pay Dates

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| Responsible Officer: | AVP - Controller |
| Responsible Office: | FA - Financial Accounting |
| Issuance Date: | 2/1/2017 |
| Effective Date: | 2/1/2017 |
| Last Review Date: | December 31, 2016 |
| Scope: | This policy applies to all UC Campuses, Medical Centers, Office of the President, Agriculture and Natural Resources (ANR), ASUCLA, and Lawrence Berkeley National Laboratory (LBNL). |

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I. POLICY SUMMARY

It is the policy of the University to follow all federal and state laws regarding established pay dates associated with a specific pay period.

II. DEFINITIONS

Banking Day

A banking day is any day on which the Federal Reserve Bank is open for business. The Federal Reserve Bank is open every day with the exception of a Federal holiday, a Saturday, or a Sunday.

Non-Working Day

A non-working day is any day that is a University holiday, a Saturday¹, or a Sunday¹.

Pay Date

The pay date is the check date for check-based payments or the settlement date for direct deposit, i.e., automatic clearing house (ACH), payments. The pay date is the same date regardless of the payment method.

III. POLICY STATEMENT

This policy provides guidelines regarding the official pay dates for the payroll periods established by the University.

A. *Pay Periods*

The following pay periods are applicable to the University of California.

1. Monthly

The monthly pay period begins on the first calendar day of the month and ends on the last calendar day of the month.

2. Biweekly

The biweekly pay period takes place at two-week intervals from 12:01 a.m. Sunday morning to midnight Saturday of the following week.

B. *Payment Schedules*

The following guidelines detail the number of elapsed days from the close of a pay period to the scheduled pay date.

1. Monthly

Current - Payment is scheduled for the first working day following the close of the pay period. If a non-working day occurs between the end of the pay period and the first working day of the next pay period, payment is

¹ Saturdays and Sundays are not non-working days for employees whose workweeks include Saturdays or Sundays, such as medical center employees.

made on the last working day of the pay period, except that December earnings are always paid on the first banking day after January 1. **Note: Direct deposit transactions for the December payroll must not be scheduled to have a settlement date prior to January 2.** Only twelve monthly pay dates may occur within a calendar year.

2. Biweekly

Payment is scheduled for the second Wednesday following the close of the pay period. If the second Wednesday is a holiday, then the payday is the first working day prior to that holiday, except for the New Year's holiday for which the pay date will **always be the first banking day after January 1.** A minimum of twenty-six and a maximum of twenty-seven biweekly pay dates may occur within a calendar year.²

Any proposed changes in these payment schedules must be approved by the Executive Vice President-Chief Financial Officer.

C. Release of Payroll Checks

Payroll checks are dated with the official University pay date. Checks are released and become negotiable as of the date of the check. The actual release of the payroll check from the Payroll Office is predicated on the manner of distribution of the check to the employee.

IV. COMPLIANCE / RESPONSIBILITIES

| Function | Responsibilities |
|-----------------------------|---|
| Payroll Office | <ul style="list-style-type: none">• Ensure that pay dates are communicated to employees and that that pay periods and pay dates are indicated on earnings statements and check stubs.• Ensure that employee requests for check disposition are processed in a timely manner.³ |
| UCOP - Payroll Coordination | <ul style="list-style-type: none">• Provide campuses with advance notice of official pay schedules and changes in pay dates and related payment procedures. |

V. RELATED INFORMATION

Not applicable.

² During a calendar year when 27 biweekly pay dates occur, Health and DepCare Flexible Spending Account deductions must be limited to 12 monthly deductions, the annual maximum number of deductions permissible.

³ At some campuses departments assume this responsibility.

VI. FREQUENTLY ASKED QUESTIONS

Not applicable.

VII. REVISION HISTORY

5/1/1981: First Published

Revised:

6/15/1985

3/1/1990

9/1/1991

12/30/1993

3/31/1994

3/31/1998

12/30/1998: Updated to reflect current procedures and to include the official pay dates through 2007.

9/30/1999: Revised to clarify that at some locations the official pay dates listed in the chapter may differ due to local administrative holidays.

12/31/2003

6/30/2005

6/30/2006: Updated to include the official pay dates through 2017.

9/30/2007

6/30/2010: Revised to clarify the definition of “banking day” and the corresponding pay dates for December monthly earnings paid in January.

12/31/2016: Reformatted policy to new template. Minor technical corrections to reflect current terminology, removal of references to semi-monthly & monthly arrears pay cycles and removal of Appendixes I-V.