

Payday	Schedule Number	Pay cycle	Pay Period Begin Date	Pay Period End Date	Roster Available (always falls on the prior period's payday)	Last Day to			CruzPay Student file feed to OPTRS	OPTRS Closed for Rosters	OPTRS Closed for All Transactions	Compute	Benefit Contributions, Deductions, etc. covering PPE noted:	Coverage for month of (advance premiums)	DOPE	
						Update EDB to affect initial Roster	Update EDB to affect final Roster and Cruz Pay Students	Input time on Roster							Month	Staged for Review*
1/13/2016	J-1A	B1	12/20/2015	1/2/2016	12/30/2015	12/29/2015	1/4/2016	1/5/2016	1/6/2016	1/6/2016	1/7/2016	1/7/2016	January	February	January	2/5/2016
LAST DAY TO UPDATE PPS FOR DISTRIBUTIONS WITH FTE						1/11/2016										
1/27/2016	J-2A	B2	1/3/2016	1/16/2016	1/13/2016	1/12/2016	1/15/2016	1/19/2016	1/20/2016	1/20/2016	1/21/2016	1/21/2016	January	February	January	2/5/2016
2/10/2016	J-1B	B1 TWO	1/17/2016	1/30/2016	1/27/2016	1/26/2016	2/1/2016	2/2/2016	2/3/2016	2/3/2016	2/4/2016	2/4/2016	Benefits	Holiday	January	2/5/2016
2/24/2016	J-2B	B2	1/31/2016	2/13/2016	2/10/2016	2/9/2016	2/12/2016	2/16/2016	2/17/2016	2/17/2016	2/18/2016	2/18/2016	February	March	February	3/4/2016
3/9/2016	J-1C	B1	2/14/2016	2/27/2016	2/24/2016	2/23/2016	2/29/2016	3/1/2016	3/2/2016	3/2/2016	3/3/2016	3/3/2016	February	March	February	3/4/2016
3/23/2016	J-2C	B2	2/28/2016	3/12/2016	3/9/2016	3/8/2016	3/14/2016	3/15/2016	3/16/2016	3/16/2016	3/17/2016	3/17/2016	March	April	March	4/4/2016
4/6/2016	J-1D	B1	3/13/2016	3/26/2016	3/23/2016	3/22/2016	3/28/2016	3/29/2016	3/30/2016	3/30/2016	3/31/2016	3/31/2016	March	April	March	4/4/2016
4/20/2016	J-2D	B2	3/27/2016	4/9/2016	4/6/2016	4/5/2016	4/11/2016	4/12/2016	4/13/2016	4/13/2016	4/14/2016	4/14/2016	April	May	April	5/3/2016
5/4/2016	J-1E	B1	4/10/2016	4/23/2016	4/20/2016	4/19/2016	4/25/2016	4/26/2016	4/27/2016	4/27/2016	4/28/2016	4/28/2016	April	May	April	5/3/2016
5/18/2016	J-2E	B2	4/24/2016	5/7/2016	5/4/2016	5/3/2016	5/9/2016	5/10/2016	5/11/2016	5/11/2016	5/12/2016	5/12/2016	May	June	May	6/2/2016
6/1/2016	J-1F	B1	5/8/2016	5/21/2016	5/18/2016	5/17/2016	5/23/2016	5/24/2016	5/25/2016	5/25/2016	5/26/2016	5/26/2016	May	June	May	6/2/2016
6/15/2016	J-2F	B2	5/22/2016	6/4/2016	6/1/2016	5/31/2016	6/6/2016	6/7/2016	6/8/2016	6/8/2016	6/9/2016	6/9/2016	June	July	June	7/5/2016
6/29/2016	J-1G	B1	6/5/2016	6/18/2016	6/15/2016	6/14/2016	6/20/2016	6/21/2016	6/22/2016	6/22/2016	6/23/2016	6/23/2016	June	July	June	7/5/2016
7/13/2016	J-2G	B2	6/19/2016	7/2/2016	6/29/2016	6/28/2016	7/1/2016	7/5/2016	7/6/2016	7/6/2016	7/7/2016	7/7/2016	July	August	July	8/5/2016
LAST DAY TO UPDATE PPS FOR DISTRIBUTIONS WITH FTE						7/12/2016										
7/27/2016	J-1H	B1	7/3/2016	7/16/2016	7/13/2016	7/12/2016	7/18/2016	7/19/2016	7/20/2016	7/20/2016	7/21/2016	7/21/2016	July	August	July	8/5/2016
8/10/2016	J-2H	B2 TWO	7/17/2016	7/30/2016	7/27/2016	7/26/2016	8/1/2016	8/2/2016	8/3/2016	8/3/2016	8/4/2016	8/4/2016	Benefits	Holiday	July	8/5/2016
8/24/2016	J-1I	B1	7/31/2016	8/13/2016	8/10/2016	8/9/2016	8/15/2016	8/16/2016	8/17/2016	8/17/2016	8/18/2016	8/18/2016	August	September	August	9/2/2016
9/7/2016	J-2I	B2	8/14/2016	8/27/2016	8/24/2016	8/23/2016	8/29/2016	8/30/2016	8/31/2016	8/31/2016	9/1/2016	9/1/2016	August	September	August	9/2/2016
9/21/2016	J-1J	B1	8/28/2016	9/10/2016	9/7/2016	9/6/2016	9/12/2016	9/13/2016	9/14/2016	9/14/2016	9/15/2016	9/15/2016	September	October	September	10/4/2016
10/5/2016	J-2J	B2	9/11/2016	9/24/2016	9/21/2016	9/20/2016	9/26/2016	9/27/2016	9/28/2016	9/28/2016	9/29/2016	9/29/2016	September	October	September	10/4/2016
10/19/2016	J-1K	B1	9/25/2016	10/8/2016	10/5/2016	10/4/2016	10/10/2016	10/11/2016	10/12/2016	10/12/2016	10/13/2016	10/13/2016	October	November	October	11/2/2016
11/2/2016	J-2K	B2	10/9/2016	10/22/2016	10/19/2016	10/18/2016	10/24/2016	10/25/2016	10/26/2016	10/26/2016	10/27/2016	10/27/2016	October	November	October	11/2/2016
11/16/2016	J-1L	B1	10/23/2016	11/5/2016	11/2/2016	11/1/2016	11/4/2016	11/7/2016	11/8/2016	11/8/2016	11/9/2016	11/9/2016	November	December	November	12/2/2016
11/30/2016	J-2L	B2	11/6/2016	11/19/2016	11/16/2016	11/15/2016	11/17/2016	11/18/2016	11/21/2016	11/21/2016	11/22/2016	11/22/2016	November	December	November	12/2/2016
12/14/2016	J-1M	B1	11/20/2016	12/3/2016	11/30/2016	11/29/2016	12/5/2016	12/6/2016	12/7/2016	12/7/2016	12/8/2016	12/8/2016	December	January	December	1/4/2017
12/28/2016	J-2M	B2	12/4/2016	12/17/2016	12/14/2016	12/13/2016	12/16/2016	12/19/2016	12/20/2016	12/20/2016	12/21/2016	12/21/2016	December	January	December	1/4/2017
The day on which checks and direct deposits are issued/available.	The Pay Cycle Code used to identify a specific pay day.	The designation B1 or B2 describes respectively the first two weeks or the second two weeks of a quadriweekly cycle. *The designation TWO indicates the second B1 or B2 cycle occurring with an end date within a calendar month (Benefit Holiday)	Biweekly pay periods are 14 days. The ROSTER reflects employees' current distribution of pay for the period noted above, residing in PPS at the time the ROSTER is pulled.	First day the ROSTER and CHECKLIST are available for associated pay day. Once the roster is available for a particular payday, departments should consider how processing EDB updates may affect the roster for an employee whose time is entered on the ROSTER. It is not required that ROSTERS be pulled on the first day they are available; however, any changes to the EDB after this date will impact ROSTER transactions, so EDB update must be carefully coordinated with ROSTER time reporting.	This is the last day to update the EDB in order to have changes reflected on initial ROSTER. ROSTERS are produced after PPS is taken down for the evening and available as noted in previous column. This generally falls on the Tuesday before the pay period end date, unless there is a holiday.	This is the last day to update or change the EDB in order to have changes reflected on the ROSTER. This is also the last day a new-hire can be entered in PPS to be reflected on the ROSTER and in CruzPay for Student employees. This generally falls on a Monday, unless there is a holiday	No further EDB update to appointment/distribution data encompassing the current pay period is allowed. Any changes necessary after this date to current pay period must be coordinated with the Payroll Office. This generally falls on a Tuesday, unless there is a holiday.	CruzPay Student file feed to OPTRS. Student transactions visible in EDTX next day. This generally falls on a Wednesday, unless there is a holiday.	No further update to ROSTER transactions OR EDB current appointment/distribution data allowed. Non ROSTER OPTRS transactions (ie: adjustments) for current period still open.	OPTRS Closed for all activity for associated (current) pay period. Adjustment OPTRS for FUTURE pay periods OK.	When Benefit Holiday is noted for a pay cycle = No Benefit deductions from this check (Santa Cruz schedule)* PPE = Pay Period End Date		DOPE = Distribution Of Payroll Expense	*Represents the date DOPE data is being reviewed by Central Payroll. Transactions will post to FIS and DWH Infoview 2-5 business days after this date.		