

CAL POLY

SAN LUIS OBISPO

Payroll Calendar January - June 2013

- \$ Direct Deposit Posting Date
- * Staff Hourly, Overtime, Shift Differential and Leave Usage Entered Online by Midnight
- ^ ISA Hours Entered Online by Midnight
- ▲ Last Day to Approve Staff/Faculty Leave and Pay, ISA and Student Payroll Online
- ~ Special Pay Request, Late Staff Hourly, Late Student and Late ISA Time Sheets Due in Payroll
- ! Deadline to submit employment actions to HR and AP
Changes received after this date may result in an inaccurate/late paycheck and deductions (including benefits).

- Staff Hourly, Student, ISA, Overtime and Shift Differential Payday, 3 p.m.
- % Deadline for reporting DOCKS and Withholding Changes
Changes received after this date may cause an inaccurate paycheck.
- # Initial Master Payroll Certification (MPC)
- Special Pay (i.e. SC101) and Late Staff Hourly, Late Student and Late ISA Payday
- ? Final Master Payroll Certification (MPC)
- Faculty/Staff Payday, 3 p.m.
- Academic Holiday (Campus Open)
- Holiday (Campus Closed)

January 2013							AY17	Days 22
S	M	T	W	T	F	S		
		1	\$ 2 *	3	4 ▲	5		
6	7	8	9	10	11	12		
13	14	~ 15 ●	16 %	17 #	18 #	19		
20	21	22	23	24	25 (○)	26		
27	28	29 ?	(30) ^					

February 2013							AY20	Days 21
S	M	T	W	T	F	S		
				\$ 31 *	1	2		
3	4 ▲	5	6	7	8	9		
10	11	12	13	14 %	~ 15 ●	16		
17	18	19 #	20	21	22	23		
24	25 (○)	26	27 ?	(28) ^				

March 2013							AY17	Days 21
S	M	T	W	T	F	S		
					\$ 1 *	2		
3	4	5 ▲	6	7	8	9		
10	11	12	13	14	~ 15 ●	16		
17	18 %	19 #	20 #	21	22	23		
24 / 31 ^	25 (○)	26	27	28 ?	(29)	30		

April 2013							AY21	Days 22
S	M	T	W	T	F	S		
	1	\$ 2 *	3	4 ▲	5	6		
7	8	9	10	11	12	13		
14	~ 15 ●	16	17 %	18 #	19 #	20		
21	22	23	24	25 (○)	26	27		
28	29 ?	(30) ^						

May 2013							AY21	Days 22
S	M	T	W	T	F	S		
			\$ 1 *	2	3 ▲	4		
5	6	7	8	9	10	11		
12	13	14	~ 15 ●	16 %	17 #	18		
19	20 #	21	22	23	24 (○)	25		
26	27	28	29 ?	(30) ^				

June 2013							AY12	Days 21
S	M	T	W	T	F	S		
					\$ 31 *	1		
2	3	4 ▲	5	6	7	8		
9	10	11	12	13	~ 14 ●	15		
16	17 %	18 #	19 #	20	21	22		
23 / 30 ^	24	25 (○)	26	27 ?	(28)	29		

Holidays for 2013

New Year's Day	Tuesday, January 1
Martin Luther King, Jr.'s Birthday observed	Monday, January 21
Washington's Birthday observed	Monday, February 18
Cesar Chavez's Birthday observed	Friday, April 1
Memorial Day observed	Monday, May 27
Independence Day	Thursday, July 4
Labor Day observed	Monday, September 2
Veteran's Day	Monday, November 11
Academic Holiday	Wednesday, November 27
Thanksgiving Day	Thursday, November 28

Lincoln's Birthday observed	Friday, November 29
Christmas Day	Wednesday, December 25
California Admission Day observed	Thursday, December 26
Columbus Day observed	Friday, December 27
New Year's Day, 2014	Wednesday, January 1

Academic Quarters

Winter Quarter	January 7 - March 25 (54 days)
Spring Quarter	April 2 - June 15 (54 days)
Summer Quarter	June 24 - August 30 (49 days)
Fall Quarter	September 16 - December 14 (62 days)