

CAL POLY

SAN LUIS OBISPO

Payroll Calendar January - June 2014

- \$ 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).

- Student Assistant Hours Entered Online by Midnight +
- 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 2014							AY18	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 2014							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 2014							AY16	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 30	24 31^	25()	26	27?	28^	29		

April 2014							AY22	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 2014							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^	31^		

June 2014							AY11/8	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	25()	26	27?	28		
29	30^							

Holidays for 2014

New Year's Day	Wednesday, January 1
Martin Luther King, Jr.'s Birthday observed	Monday, January 20
Washington's Birthday observed	Monday, February 17
Cesar Chavez's Birthday observed	Monday, March 31
Memorial Day observed	Monday, May 26
Independence Day	Friday, July 4
Labor Day observed	Monday, September 1
Veteran's Day	Tuesday, November 11
Academic Holiday	Wednesday, November 26
Thanksgiving Day	Thursday, November 27

Lincoln's Birthday observed	Friday, November 28
California Admission Day observed	Wednesday, December 24
Christmas Day	Thursday, December 25
Columbus Day observed	Friday, December 26
New Year's Day, 2015	Thursday, January 1

Academic Quarters

Winter Quarter	January 6 - March 24 (54 days)
Spring Quarter	April 1 - June 14 (54 days)
Summer Quarter	June 19 - August 29 (51 days)
Fall Quarter	September 15 - December 13 (62 days)