CAL POLY
SAN LUIS OBISPO

Payroll Calendar
January - June 2015

$ 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 2015 — AY18 — 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)∧		

February 2015 — AY20 — Days 21

S	M	T	W	T	F	S
					$30 ✳+	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 2015 — AY16 — 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∧				

April 2015 — AY23 — 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 2015 — AY20 — 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

June 2015 — AY11/7 — 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)∧				

Holidays for 2015

New Year's Day	Thursday, January 1
Martin Luther King, Jr.'s Birthday	Monday, January 19
Washington's Birthday observed	Monday, February 16
Cesar Chavez's Birthday observed	Tuesday, March 31
Memorial Day	Monday, May 25
Independence Day observed	Friday, July 3
Labor Day	Monday, September 7
Veteran's Day	Wednesday, November 11
Academic Holiday	Wednesday, November 25
Thanksgiving Day	Thursday, November 26
Lincoln's Birthday observed	Friday, November 27
California Admission Day observed	Wednesday, December 23
Columbus Day observed	Thursday, December 24
Christmas Day	Friday, December 25
New Year's Day, 2016	Friday, January 1

Academic Quarters

Winter Quarter	January 5 - March 23 (54 days)
Spring Quarter	March 30 - June 13 (54 days)
Summer Quarter	June 22 - September 4 (49 days)
Fall Quarter	September 14 - December 12 (62 days)