### Holidays for 2012

- **New Year’s Day, 2012**, observed Monday, January 2
- **Martin Luther King, Jr.'s Birthday observed**, observed Monday, January 16
- **Washington’s Birthday observed**, observed Monday, February 20
- **Cesar Chavez’s Birthday observed**, observed Friday, March 30
- **Memorial Day observed**, observed Monday, May 28

For a complete listing of 2012 holidays please refer to back of calendar

### Academic Quarters

- **Winter Quarter**, observed January 3 - March 20 (54 days)
- **Spring Quarter**, observed March 26 - June 9 (54 days)
- **Summer Quarter**, observed June 18 - August 31 (54 days)
- **Fall Quarter**, observed September 10 - December 8 (62 days)

### Payroll Calendar

<table>
<thead>
<tr>
<th>Year</th>
<th>Quarter</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>AY20</td>
<td>22</td>
</tr>
<tr>
<td>February</td>
<td>AY20</td>
<td>21</td>
</tr>
<tr>
<td>March</td>
<td>AY14</td>
<td>22</td>
</tr>
<tr>
<td>April</td>
<td>AY25</td>
<td>21</td>
</tr>
<tr>
<td>May</td>
<td>AY21</td>
<td>22</td>
</tr>
<tr>
<td>June</td>
<td>AY8</td>
<td>22</td>
</tr>
</tbody>
</table>

**Deadlines:**
- **Direct Deposit Posting Date:**
- **Staff Hourly, Overtime, Shift Differential, and Leave Usage Forms due in Payroll, 4 p.m.**
- **Last Day to Approve ISA 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 cause an inaccurate paycheck and deductions (including benefits)

For complete details, please refer to the back of this calendar.
PAYROLL SERVICES USEFUL LINKS

- For a complete listing of CSU/Cal Poly Paid Holidays please refer to the following:

  http://www.afd.calpoly.edu/payroll/holidays.asp

- For Information regarding the Changes in Pay dates for Staff Hourly, Student and ISA Employees, please visit the “Uniform Pay Schedule Changes for Hourly Paid Employees” FAQ page at:

  http://www.afd.calpoly.edu/payroll/Uniform_Hrly_Pay_Sch_FAQ.asp

- For Important Employee Information such as direct deposit information, address changes, tax withholding changes, and forms, please visit the “Faculty and Staff” page at:

  http://www.afd.calpoly.edu/payroll/staff.asp

- For Leave Accounting Information, including accruals, usage, and how to check leave balances, please visit the “Reporting Pay and Leave Usage” page at:

  http://www.afd.calpoly.edu/payroll/reporting.asp

- Separating or Retiring? Please review Human Resources’ “Separating and Retiring Employees” page prior to your last physical day worked:

  http://www.afd.calpoly.edu/hr/separating.asp

Questions for Payroll?
(805) 756-2605
http://www.afd.calpoly.edu/payroll