

- \$ 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)

July 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 ^						

August 2013							AY23	Days 22
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 ?	29 ^				

September 2013							AY11	Days 22
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 ^	30 ^	24	25 ○	26	27 ?	28	

October 2013							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 ^					

November 2013							AY18	Days 22
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	29	30 ^		

December 2013							AY11	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 ^						

Holidays for 2013

Independence DayThursday, July 4
 Labor Day observedMonday, September 2
 Veteran's DayMonday, November 11
 Academic HolidayWednesday, November 27
 Thanksgiving DayThursday, November 28
 Lincoln's Birthday observedFriday, November 29
 Christmas DayWednesday, December 25

California Admission Day observedThursday, December 26
 Columbus Day observedFriday, December 27
 New Year's DayWednesday, January 1

Academic Quarters

Summer QuarterJune 24 - August 30 (49 days)
 Fall QuarterSeptember 16 - December 14 (62 days)
 Winter Quarter, 2014January 6 - March 24 (54 days)
 Spring Quarter, 2014April 1 - June 14 (54 days)