

CAL POLY

SAN LUIS OBISPO

Payroll Calendar July - December 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) ■

| July 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 ^ | | | | | |

| August 2014 | | | | | | | AY22 | 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 / 31 ^ | 25 () | 26 | 27 | 28 ? | 29 | 30 | | |

| September 2014 | | | | | | | AY12 | 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 ^ | | | | | | |

| October 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 ^ | | | | |

| November 2014 | | | | | | | 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 / 30 ^ | 24 / 1 ^ | 25 () | 26 ? | 27 | 28 | 29 | | |

| December 2014 | | | | | | | AY10 | Days 22 |
|---------------|--------|-------------|------|------|------|----|------|---------|
| S | M | T | W | T | F | S | | |
| | | \$ 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 2014

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, 2015

Academic Quarters

Summer Quarter June 19 - August 29 (51 days)
 Fall Quarter September 15 - December 13 (62 days)
 Winter Quarter, 2015 January 5 - March 23 (54 days)
 Spring Quarter, 2015 March 30 - June 13 (54 days)