## Payroll Calendar
### January - June 2014

### January 2014
- **AY18 Days 22**
- **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).

### February 2014
- **AY20 Days 21**
- **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)**
- **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 Payday**
- **Final Master Payroll Certification (MPC)**
- **Deadline for reporting DOCKS and Withholding Changes**
- Changes received after this date may cause an inaccurate paycheck.

### March 2014
- **AY16 Days 21**
- **Holiday (Campus Closed)**
- **Academic Holiday (Campus Open)**
- **Academic Quarters**
- **Winter Quarter**
- **Spring Quarter**
- **Summer Quarter**
- **Fall Quarter**

### April 2014
- **AY22 Days 22**
- **Lincoln’s Birthday observed**
- **California Admission Day observed**
- **Christmas Day**
- **Columbus Day observed**
- **New Year’s Day, 2015**

### May 2014
- **AY21 Days 22**
- **Labor Day observed**
- **Veteran’s Day**
- **Academic Holiday**
- **Thanksgiving Day**

### June 2014
- **AY11/8 Days 21**
- **Academic Quarters**
- **Winter Quarter**
- **Spring Quarter**
- **Summer Quarter**
- **Fall Quarter**

### Holidays for 2014
- **New Year's Day**
- **Martin Luther King, Jr.’s Birthday observed**
- **Washington’s Birthday observed**
- **Cesar Chavez’s Birthday observed**
- **Memorial Day observed**
- **Independence Day**
- **Labor Day observed**
- **Veteran’s Day**
- **Academic Holiday**
- **Thanksgiving Day**

### Academic Calendar
- **Winter Quarter**
- **Spring Quarter**
- **Summer Quarter**
- **Fall Quarter**

### Important Dates
- **Deadline to Approve Staff/Faculty Leave and Pay, ISA and Student Payroll Online**
- **Deadline for reporting DOCKS and Withholding Changes**
- **Initial Master Payroll Certification (MPC)**
- **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 Payday**
- **Final Master Payroll Certification (MPC)**
- **Holiday (Campus Closed)**
- **Academic Holiday (Campus Open)**

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**Note:** Changes received after the specified dates may result in an inaccurate/late paycheck and deductions.