# Payroll Calendar

## July - December 2014

<table>
<thead>
<tr>
<th>Month</th>
<th>AY</th>
<th>Days</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2014</td>
<td>AY21</td>
<td>22</td>
<td><strong>Direct Deposit Posting Date</strong></td>
</tr>
<tr>
<td>August 2014</td>
<td>AY22</td>
<td>22</td>
<td><strong>ISA Hours Entered Online by Midnight</strong></td>
</tr>
<tr>
<td>September 2014</td>
<td>AY12</td>
<td>22</td>
<td>~ Special Pay Request, Late Staff Hourly, Late Student and Late ISA Time Sheets Due in Payroll</td>
</tr>
<tr>
<td>October 2014</td>
<td>AY22</td>
<td>22</td>
<td>! 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).</td>
</tr>
<tr>
<td>November 2014</td>
<td>AY18</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>December 2014</td>
<td>AY10</td>
<td>22</td>
<td></td>
</tr>
</tbody>
</table>

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### 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** ...................... Friday, December 28
- **Christmas Day** .............................................. Thursday, December 25

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### Payroll Calendar

- **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)** ■

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### 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)