

- \$ 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 2015							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 2015							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	25()	26	27	28?	29		
30	31^							

September 2015							AY13	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 2015							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^	31^		

November 2015							AY18	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?	1^						

December 2015							AY9	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 2015

- Independence Day observed Friday, July 3
- Labor Day Monday, September 7
- Veteran's Day Wednesday, November 11
- Academic Holiday Wednesday, November 25
- Thanksgiving Day Thursday, November 26
- Lincoln's Birthday observed Friday, November 27
- California Admission Day observed Wednesday, December 23
- Columbus Day observed Thursday, December 24

- Christmas Day Friday, December 25
- New Year's Day, 2016 Friday, January 1, 2016

Academic Quarters

- Summer Quarter June 22 - September 4 (49 days)
- Fall Quarter September 14 - December 12 (62 days)
- Winter Quarter, 2016 January 4 - March 21 (54 days)
- Spring Quarter, 2016 March 28 - June 11 (54 days)