Payroll Calendar
July - December 2015

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
Faculty/Staff Payday, 3 p.m. ○
Academic Holiday (Campus Open) □
Holiday (Campus Closed) □

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).

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)