

CAL POLY

Payroll Calendar January - June 2016

- \$ 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) ■

January 2016							AY19	Days 21
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 / 31 ^	25 ()	26	27	28 ?	29 ○	30		

February 2016							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 ?	1 ○	^					

March 2016							AY14	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 ^				

April 2016							AY24	Days 21
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 ^		

May 2016							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	31 ^						

June 2016							AY9/9	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 ^				

Holidays for 2016

New Year's Day	Friday, January 1
Martin Luther King, Jr.'s Birthday	Monday, January 18
Washington's Birthday observed	Monday, February 15
Cesar Chavez's Birthday observed	Thursday, March 31
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Veteran's Day	Friday, November 11
Academic Holiday	Monday - Wednesday, November 21-23
Thanksgiving Day	Thursday, November 24

Lincoln's Birthday observed	Friday, November 25
California Admission Day observed	Wednesday, December 21
Columbus Day observed	Thursday, December 22
Christmas Day observed	Friday, December 23
New Year's Day, 2017 observed	Monday, January 2

Academic Quarters

Winter Quarter	January 4 - March 21 (54 days)
Spring Quarter	March 28 - June 11 (54 days)
Summer Quarter	June 20 - September 2 (49 days)
Fall Quarter	September 15 - December 17 (62 days)