

CAL POLY

REVISED Payroll Calendar July - December 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) ■

July 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 / 31	25 () ^	26	27	28	29 ?	30		

August 2016							AY24	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 ^					

September 2016							AY12	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 2016							AY21	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 / 30	24 ^	25 ()	26	27	28 ?	29		

November 2016							AY16	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 ^					

December 2016							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 ^	31		

Holidays for 2016

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
 Columbus Day observed..... Thursday, December 22
 California Admission Day observed..... Friday, December 23

Christmas Day observed Monday, December 26
 New Year's Day, 2017 observed..... Monday, January 2

Academic Quarters

Summer Quarter June 20 - September 2 (49 days)
 Fall Quarter September 15 - December 17 (62 days)
 Winter Quarter 2017 January 9 - March 27 (54 days)
 Spring Quarter 2017 April 3 - June 17 (55 days)