### Payroll Calendar

July - December 2016

**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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**Direct Deposit Posting Date**

**Star 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 Payday**

**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).**

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**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
- **California Admission Day observed** ............................. Friday, December 23
- **Christmas Day observed** ................................................ Monday, December 25
- **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)