

- § 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 2017							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 [?]	31 [^]						

February 2017							AY20	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 [^]					

March 2017							AY18	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 2017							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	24 [○]	25 [^]	26	27	28 [?]	29		

May 2017							AY21	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 [^]					

June 2017							AY13/7	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 2017

New Year's Day observed	Monday, January 2
Martin Luther King, Jr.'s Birthday observed.....	Monday, January 16
Academic Holiday	Monday, February 20
Academic Holiday	Monday, November 20 - Wednesday, November 22
Cesar Chavez's Birthday	Friday, March 31
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Veteran's Day observed	Friday, November 10
Thanksgiving Day	Thursday, November 23
Lincoln's Birthday observed.....	Friday, November 24

Christmas Day	Monday, December 25
California Admission Day observed	Tuesday, December 26
Columbus Day observed	Wednesday, December 27
Washington's Birthday observed	Thursday, December 28
New Year's Day, 2018	Monday, January 1

Academic Quarters

Winter Quarter	January 9 - March 27 (54 days)
Spring Quarter	April 3 - June 17 (55 days)
Summer Quarter	June 22 - September 1 (48 days)
Fall Quarter	September 7 - December 9 (62 days)