CAL POLY
SAN LUIS OBISPO

Payroll Calendar
January – June 2018

$ Direct Deposit Posting Date
✱ Leave Usage Entered Online by Midnight
∧ Staff Hourly, Overtime, Shift Differential and 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), 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) ▨
Campus Closed - Not a holiday - Employee leave credits must be used ▨

January 2018 — 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)∧				

February 2018 — AY20 — Days 21

S	M	T	W	T	F	S
			$31✱+	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)∧			

March 2018 — AY17 — 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∧

April 2018 — 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	(30)∧					

May 2018 — 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)∧			

June 2018 — AY13/5 — Days 22

S	M	T	W	T	F	S
				$31✱+	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 2018

New Year's Day ....Monday, January 1
Martin Luther King, Jr.'s Birthday ....Monday, January 15
Academic Holiday - Washington's Birthday ....Monday, February 19
Cesar Chavez's Birthday ....Friday, March 30
Memorial Day ....Monday, May 28
Independence Day ....Wednesday, July 4
Labor Day ....Monday, September 3
Veteran's Day observed ....Monday, November 12
Academic Holiday ....Monday, November 19 - Wednesday, November 21
Thanksgiving Day ....Thursday, November 22
Lincoln's Birthday observed ....Friday, November 23

Campus Closed ....Monday, December 24
Christmas Day ....Tuesday, December 25
Washington's Birthday observed ....Wednesday, December 26
California Admission Day observed ....Thursday, December 27
Columbus Day observed ....Friday, December 28
Campus Closed ....Monday, December 31
New Year's Day, 2019 ....Tuesday, January 1

Academic Quarters

Winter Quarter ....January 8 - March 23 (53 days)
Spring Quarter ....April 2 - June 16 (55 days)
Summer Quarter ....June 25 - September 6 (49 days)
Fall Quarter ....September 13 - December 15 (62 days)