CAL POLY
SAN LUIS OBISPO

Payroll Calendar
July - December 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 - holiday - Employee leave credits must be used ▨

July 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 ?	(31) ∧				

August 2018 — AY26 — 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) ∧		

September 2018 — AY12 — 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 / 30 ∧	24	25 ()	26	27 ?	(28)	29

October 2018 — AY22 — 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) ∧				

November 2018 — AY16 — 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) ∧		

December 2018 — AY12 — Days 22

S	M	T	W	T	F	S
					$30 ∗ +	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 ∧ (31)	25	26 ()	27	28 ?	29

Holidays for 2018

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

Summer Quarter	June 25 - September 6 (49 days)
Fall Quarter	September 13 - December 15 (62 days)
Winter Quarter 2019	January 7 - March 25 (54 days)
Spring Quarter 2019	April 2 - June 15 (54 days)