

- § 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 2019							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 [^]					

March 2019							AY17	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 [^] 31	25 ⁽⁾	26	27	28 [?]	29 [^]	30		

May 2019							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 [^]				

February 2019							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 [^]				

April 2019							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 2019							AY12/5	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		

Holidays for 2019

New Year's Day	Tuesday, January 1
Martin Luther King, Jr.'s Day	Monday, January 21
Academic Holiday - Washington's Birthday	Monday, February 18
Cesar Chavez's Day	Monday, April 1
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Veteran's Day	Monday, November 11
Academic Holiday	Monday, November 25 - Wednesday, December 1
Thanksgiving Day	Thursday, November 28
Lincoln's Birthday observed	Friday, November 29

Washington's Birthday observed	Monday, December 23
California Admission Day observed	Tuesday, December 24
Christmas Day	Wednesday, December 25
Columbus Day observed	Thursday, December 26
Campus Closed	Friday, December 27
New Year's Day, 2020	Wednesday, January 1

Academic Quarters

Winter Quarter	January 7 - March 25 (54 days)
Spring Quarter	April 2 - June 15 (54 days)
Summer Quarter	June 24 - September 5 (49 days)
Fall Quarter	September 12 - December 14 (62 days)