

- § 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 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 ⁰	26	27		
28	29?	30^						

August 2019							AY26	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 ⁰	27	28?	29^				

September 2019							AY13	Days 22
S	M	T	W	T	F	S		
					\$30* +	31		
1	2	3	4^	5	6	7		
8	9	10	11	12	13! !	14		
15	~16● !	17%	18#	19#	20	21		
22 29	23 30^	24	25 ⁰	26	27?	28		

October 2019							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 ⁰	26		
27	28	29?	30^					

November 2019							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 ⁰	26?	27^	28	29	30^		

December 2019							AY11	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 ⁰	21		
22	23	24	25	26	27	28		
29	30?	31^						

Holidays for 2019

- Independence DayThursday, July 4
- Labor DayMonday, September 2
- Veteran's DayMonday, November 11
- Academic HolidayMonday, November 25 - Wednesday, December 1
- Thanksgiving DayThursday, November 28
- Lincoln's Birthday observedFriday, November 29
- Washington's Birthday observedMonday, December 23
- California Admission Day observedTuesday, December 24
- Christmas DayWednesday, December 25
- Columbus Day observedThursday, December 26
- Campus ClosedFriday, December 27
- New Year's Day, 2020Wednesday, January 1

Academic Quarters

- Summer QuarterJune 24 - September 5 (49 days)
- Fall QuarterSeptember 12 - December 14 (62 days)
- Winter Quarter 2020.....January 6 - March 23 (54 days)
- Spring Quarter 2020.....March 30 - June 13 (54 days)