CAL POLY
LEARN BY DOING

REVISED Payroll Calendar
January – June 2020

$ 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 2020   AY18   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 2020   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)	29 ∧

March 2020   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 ∧				

April 2020   AY23   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) ∧		

May 2020   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
24/31 ∧	25	26 ( )	27	28 ?	(29)	30

June 2020   AY11/7   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 2020

New Year's Day	Wednesday, January 1
Martin Luther King, Jr.'s Day..	Monday, January 20
Academic Holiday - Washington's Birthday	Monday, February 17
Cesar Chavez's Day	Tuesday, March 31
Memorial Day	Monday, May 25
Independence Day observed...	Friday, July 3
Labor Day	Monday, September 7
Veteran's Day	Wednesday, November 11
Academic Holiday .... Wednesday, November 25 - Sunday, November 29
Thanksgiving Day	Thursday, November 26
Lincoln's Birthday observed	Friday, November 27

Christmas Day	Friday, December 25
Washington's Birthday observed	Monday, December 28
California Admission Day observed	Tuesday, December 29
Indigenous Peoples' Day observed......................................	Wednesday, December 30
Campus Closed	Thursday, December 31
New Year's Day, 2021	Friday, January 1

Academic Quarters

Winter Quarter	January 6 - March 23 (54 days)
Spring Quarter	March 30 - June 13 (54 days)
Summer Quarter	June 22 - August 29 (49 days)
Fall Quarter	September 4 - December 5 (62 days)