



- § 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 (MPC) ()
- 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 2021							AY19	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		

February 2021							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	25()	26?	27		
28^	(1)							

March 2021							AY15	Days 22
S	M	T	W	T	F	S		
		\$ 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 2021							AY24	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 2021							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		
23/30	24/31^	25()	26	27?	(28)	29		

June 2021							AY10/8	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 2021

- New Year's DayFriday, January 1
- Martin Luther King, Jr.'s Day.....Monday, January 18
- Academic Holiday - Washington's BirthdayMonday, February 15
- Cesar Chavez's DayWednesday, March 31
- Memorial DayMonday, May 31
- Independence Day observed.....Monday, July 5
- Labor DayMonday, September 6
- Veteran's DayThursday, November 11
- Academic HolidayMonday, November 23 - Sunday, November 29
- Thanksgiving DayThursday, November 25
- Lincoln's Birthday observedFriday, November 26

- Christmas Day observed.....Friday, December 24
- Washington's Birthday observedMonday, December 27
- California Admission Day observedTuesday, December 28
- Indigenous Peoples' Day observed.....Wednesday, December 29
- Campus Closed.....Thursday, December 30
- New Year's Day, 2022 observed.....Friday, December 31

Academic Quarters

- Winter QuarterJanuary 4 - March 22 (54 days)
- Spring QuarterMarch 29 - June 12 (54 days)
- Summer QuarterJune 21 - September 3 (49 days)
- Fall QuarterSeptember 13 - December 14 (62 days)