



- § 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
- ~ Academic Weekend Workday
- 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 2022							AY 20	Days 21
S	M	T	W	T	F	S		
						1		
2	\$ 3 <sup>+</sup> *	4	5 <sup>▲</sup>	6	7	8		
9	10	11	12	13 <sup>!</sup>	14 <sup>●</sup>	15		
16	17	18 <sup>%</sup>	19 <sup>#</sup>	20 <sup>#</sup>	21	22		
23	24	25 <sup>()</sup>	26	27	28 <sup>?</sup>	29		
30	31 <sup>^</sup>							

February 2022							AY 20	Days 21
S	M	T	W	T	F	S		
		\$ 1 <sup>+</sup> *	2	3 <sup>▲</sup>	4	5		
6	7	8	9	10 <sup>!</sup>	11	12		
13	14 <sup>%</sup>	15 <sup>●</sup>	16 <sup>#</sup>	17	18	19		
20	21	22	23	24	25 <sup>()</sup>	26		
27	28 <sup>^</sup>	29 <sup>○</sup>						

March 2022							AY 14	Days 22
S	M	T	W	T	F	S		
			\$ 2 <sup>+</sup> *	3	4 <sup>▲</sup>	5		
6	7	8	9	10	11	12		
13	14	15 <sup>●</sup>	16	17 <sup>%</sup>	18 <sup>#</sup>	19		
20	21 <sup>#</sup>	22	23	24	25 <sup>()</sup>	26		
27	28	29 <sup>?</sup>	30 <sup>○</sup>	31 <sup>^</sup>				

April 2022							AY 24	Days 21
S	M	T	W	T	F	S		
					\$ 1 <sup>+</sup> *	2		
3	4	5 <sup>▲</sup>	6	7	8	9		
10	11	12	13	14 <sup>!</sup>	15 <sup>●</sup>	16		
17	18 <sup>%</sup>	19 <sup>#</sup>	20 <sup>#</sup>	21	22	23		
24	25 <sup>()</sup>	26	27	28 <sup>?</sup>	29 <sup>○</sup>	30 <sup>^</sup>		

May 2022							AY 21	Days 22
S	M	T	W	T	F	S		
1	\$ 2 <sup>+</sup> *	3	4 <sup>▲</sup>	5	6	7		
8	9	10	11	12	13 <sup>!</sup>	14		
15	16 <sup>●</sup>	17 <sup>%</sup>	18 <sup>#</sup>	19 <sup>#</sup>	20	21		
22	23	24	25 <sup>()</sup>	26	27 <sup>?</sup>	28		
29	30	31 <sup>^</sup>						

June 2022							AY 9/9	Days 22
S	M	T	W	T	F	S		
			\$ 1 <sup>+</sup> *	2	3 <sup>▲</sup>	4		
5	6	7	8	9	10	11 <sup>~</sup>		
12	13	14 <sup>!</sup>	15 <sup>●</sup>	16 <sup>%</sup>	17 <sup>#</sup>	18		
19	20 <sup>#</sup>	21	22	23	24 <sup>()</sup>	25		
26	27	28	29 <sup>?</sup>	30 <sup>^</sup>				

### Holidays for 2022

- Martin Luther King, Jr.'s Day.....Monday, January 17
- Academic Holiday - Washington's Birthday .....Monday, February 21
- Cesar Chavez's Day .....Thursday, March 31
- Memorial Day .....Monday, May 30
- Independence Day .....Monday, July 4
- Labor Day .....Monday, September 5
- Veteran's Day .....Friday, November 11
- Academic Holiday .....Monday, November 21 - Wednesday, November 23
- Thanksgiving Day .....Thursday, November 24
- Lincoln's Birthday observed .....Friday, November 25

- Christmas Day observed.....Monday, December 26
- Washington's Birthday observed .....Tuesday, December 27
- California Admission Day observed .....Wednesday, December 28
- Indigenous Peoples' Day observed.....Thursday, December 29
- Campus Closed.....Friday, December 30
- New Year's Day 2023 observed.....Monday, January 2

### Academic Quarters

- Winter Quarter .....January 3 - March 21 (54 days)
- Spring Quarter .....March 28 - June 11 (54 days)
- Summer Quarter .....June 20 - September 2 (49 days)
- Fall Quarter .....September 12 - December 12 (61 days)