



§ 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)

January 2025							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 ⁽⁰⁾	25		
26	27	28	29 [?]	(30)				

February 2025							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 ⁽⁰⁾	26	27 [?]	(28) [^]			

March 2025							AY16	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 ⁽⁰⁾	26	27 [?]	(28)	29		

April 2025							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) [^]					

May 2025							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 ⁽⁰⁾	28	29 [?]	(30)	31 [^]		

June 2025							AY12/6	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 ⁽⁰⁾	26	27 [?]	28		
29	(30) [^]							

Holidays for 2025

New Year's DayWednesday, January 1
 Martin Luther King, Jr.'s Day.....Monday, January 20
 Academic Holiday - Washington's BirthdayMonday, February 17
 Cesar Chavez's DayMonday, March 31
 Memorial DayMonday, May 26
 Juneteenth.....Thursday, June 19
 Independence DayFriday, July 4
 Labor DayMonday, September 1
 Veteran's DayTuesday, November 11
 Academic HolidayMonday, November 24 - Sunday, November 30
 Thanksgiving DayThursday, November 27
 Lincoln's Birthday observedFriday, November 28

Christmas DayThursday, December 25
 Washington's Birthday observedFriday, December 26
 California Admission Day observedMonday, December 29
 Indigenous Peoples' Day observed.....Tuesday, December 30
 Campus Closed.....Wednesday, December 31
 New Year's Day, 2026Thursday, January 1

Academic Quarters

Winter QuarterJanuary 6 - March 24 (54 days)
 Spring QuarterApril 1 - June 16 (55 days)
 Summer QuarterJune 23 - September 5 (49 days)
 Fall QuarterSeptember 11 - December 13 (62 days)