



- § 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 - holiday - Employee leave credits must be used ■

July 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	28	29 ?	(30)					

August 2025							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 / 31 ^	(25)	26	27	28 ?	(29)	30		

September 2025							AY14	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) ^						

October 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		
26	27	28	29 ?	(30)				

November 2025							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 / 30 ^	24 (1)	25 ()	26 ?	27	28	29		

December 2025							AY10	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) ^					

### Holidays for 2025

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 .....Monday, March 31  
 Memorial Day .....Monday, May 26  
 Juneteenth.....Thursday, June 19  
 Independence Day .....Friday, July 4  
 Labor Day .....Monday, September 1  
 Veteran's Day .....Tuesday, November 11  
 Academic Holiday .....Monday, November 24 - Sunday, November 30  
 Thanksgiving Day .....Thursday, November 27  
 Lincoln's Birthday observed .....Friday, November 28

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

### Academic Quarters

Summer Quarter .....June 23 - September 5 (49 days)  
 Fall Quarter .....September 11 - December 13 (62 days)  
 Winter Quarter 2026 .....January 5 - March 23 (54 days)  
 Spring Quarter 2026 .....March 30 - June 13 (54 days)