



- § 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 2026							AY18	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 ?	(29)				

February 2026							AY20	Days 21
S	M	T	W	T	F	S		
					\$ 30 *	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		

March 2026							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 2026							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 2026							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 2026							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 2026

- New Year's DayThursday, January 1
- Martin Luther King, Jr.'s Day.....Monday, January 19
- Academic Holiday - Washington's BirthdayMonday, February 16
- Cesar Chavez's DayTuesday, March 31
- Memorial DayMonday, May 25
- Juneteenth.....Friday, June 19
- Independence DayFriday, July 3
- Labor DayMonday, September 7
- Veteran's DayWednesday, November 11
- Academic HolidayMonday, November 23 - Sunday, November 28
- Thanksgiving DayThursday, November 26
- Lincoln's Birthday observedFriday, November 27

- Christmas DayFriday, December 25
- Washington's Birthday observedMonday, December 28
- California Admission Day observedTuesday, December 29
- Indigenous Peoples' Day observed.....Wednesday, December 30
- Campus Closed.....Thursday, December 31
- New Year's Day, 2026Friday, January 1

Academic Terms

- Winter QuarterJanuary 5 - March 23 (54 days)
- Spring QuarterMarch 30 - June 13 (54 days)
- Fall Semester.....August 17 - December 22 (87 days)