



- § 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 2023							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)^						

February 2023							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 2023							AY18	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 2023							AY21	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(1)	25()	26	27	28?	29		

May 2023							AY21	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)^					

June 2023							AY13/5	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 2023

- New Year's Day observed .....Monday, January 2
- Martin Luther King, Jr.'s Birthday observed.....Monday, January 16
- Academic Holiday .....Monday, February 20
- Cesar Chavez's Birthday .....Friday, March 31
- Memorial Day .....Monday, May 29
- Juneteenth .....Monday, June 19
- Independence Day .....Tuesday, July 4
- Labor Day .....Monday, September 4
- Veteran's Day observed .....Friday, November 10
- Academic Holiday .....Monday, November 20 - Wednesday, November 22
- Thanksgiving Day .....Thursday, November 23
- Lincoln's Birthday observed.....Friday, November 24

- Christmas Day .....Monday, December 25
  - Washington's Birthday observed .....Tuesday, December 26
  - California Admission Day observed.....Wednesday, December 27
  - Indigenous Peoples' Day observed .....Thursday, December 28
  - Campus Closed .....Friday, December 29
  - New Year's Day, 2024 .....Monday, January 1
- Academic Quarters**
- Winter Quarter .....January 9 - March 27 (54 days)
  - Spring Quarter .....April 3 - June 17 (55 days)
  - Summer Quarter .....June 26 - September 7 (49 days)
  - Fall Quarter .....September 14 - December 16 (62 days)