



- § Direct Deposit Posting Date
 - * Staff Hourly, Overtime, Shift Differential and Leave Usage Entered Online by Midnight
 - ^ 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) #
- Final Master Payroll Certification (MPC) ()
- Special Pay (i.e. SC101) and Late Staff Hourly, Late Student and Late ISA Payday ?
- Faculty/Staff Payday, 3 p.m. ○
- Academic Holiday (Campus Open) □
- Holiday (Campus Closed) ■
- Campus Closed - holiday - Employee leave credits must be used ■

July 2023							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 30	24 ^ 31 ?	25 () ①	26	27	28	29		

August 2023							AY26	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 ?	③ 31 ^				

September 2023							AY12	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 ?	② 29	30 ^		

October 2023							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 ?	③ 31 ^						

November 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 ?	③ 30 ^				

December 2023							AY12	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	② 29	30		

- Holidays for 2023**
- 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**
- Summer Quarter June 26 - September 7 (49 days)
 - Fall Quarter September 14 - December 16 (62 days)
 - Winter Quarter 2024 January 8 - March 25 (54 days)
 - Spring Quarter 2024 April 2 - June 15 (54 days)