



- § 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 2024							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^						

February 2024							AY21	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		
25	26()	27	28?	29^				

March 2024							AY17	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		

April 2024							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^						

May 2024							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^				

June 2024							AY12/5	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		
23/30^	24	25()	26	27?	28	29		

Holidays for 2024

- New Year's DayMonday, January 1
- Martin Luther King, Jr.'s Birthday observed.....Monday, January 15
- Academic HolidayMonday, February 19
- Cesar Chavez's BirthdayMonday, April 1
- Memorial DayMonday, May 27
- Independence DayThursday, July 4
- Juneteenth.....Wednesday, June 19
- Labor DayMonday, September 2
- Veteran's DayMonday, November 11
- Academic HolidayMonday, November 25 - Wednesday, November 27
- Thanksgiving DayThursday, November 28
- Lincoln's Birthday observed.....Friday, November 29

- Christmas DayWednesday, December 25
- Washington's Birthday observedThursday, December 26
- California Admission Day observedFriday, December 27
- Indigenous Peoples' Day observedMonday, December 30
- Campus Closed.....Tuesday, December 31

Academic Quarters

- Winter QuarterJanuary 8 - March 25 (54 days)
- Spring QuarterApril 2 - June 15 (54 days)
- Summer QuarterJune 24 - September 6 (49 days)
- Fall QuarterSeptember 16 - December 16 (61 days)