



- § 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) #
- 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 ■

July 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 <sup>()</sup>	26	27		
28	29? ?	30^ ^						

August 2024							AY27	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 <sup>()</sup> !	16%	17		
18	19#	20#	21	22	23	24		
25	26 <sup>()</sup>	27	28? ?	29^ ^				

September 2024							AY11	Days 22
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 <sup>()</sup> !	17%	18#	19#	20	21		
22 29	23^ ^	30^ ^	24	25 <sup>()</sup>	26	27? ?	28	

October 2024							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 <sup>()</sup> !	16	17%	18#	19		
20	21#	22	23	24	25 <sup>()</sup>	26		
27	28	29? ?	30^ ^					

November 2024							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 <sup>()</sup> !	~ 15 <sup>()</sup> !	16		
17	18#	19	20	21	22	23		
24	25 <sup>()</sup>	26? ?	27^ ^	28	29	30^ ^		

December 2024							AY12	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 <sup>()</sup> !	17#	18#	19	20	21		
22	23	24 <sup>()</sup>	25	26	27	28		
29	30? ?	31^ ^						

- Holidays for 2024**
- Independence Day .....Thursday, July 4
  - Labor Day .....Monday, September 2
  - Veteran's Day .....Monday, November 11
  - Academic Holiday .....Monday, November 25 - Wednesday, November 27
  - Thanksgiving Day .....Thursday, November 28
  - Lincoln's Birthday observed.....Friday, November 29
  - Christmas Day .....Wednesday, December 25
  - Washington's Birthday observed .....Thursday, December 26
  - California Admission Day observed .....Friday, December 27

- Indigenous Peoples' Day observed .....Monday, December 30
- Campus Closed.....Tuesday, December 31

- Academic Quarters**
- Summer Quarter .....June 24 - September 6 (49 days)
  - Fall Quarter .....September 16 - December 16 (61 days)
  - Winter Quarter 2025 .....January 6 - March 24 (54 days)
  - Spring Quarter 2025 .....April 1 - June 14 (55 days)