



Staff & Faculty Payroll Calendar

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LEGEND

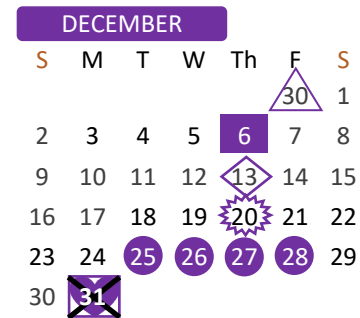
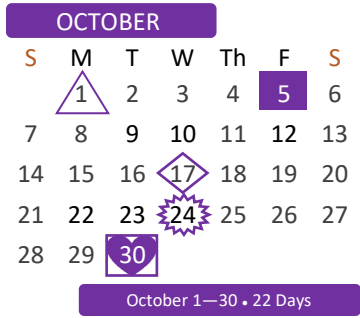
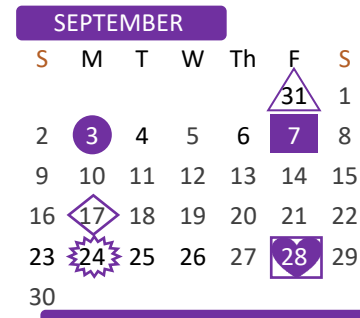
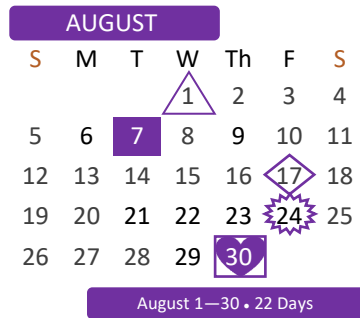
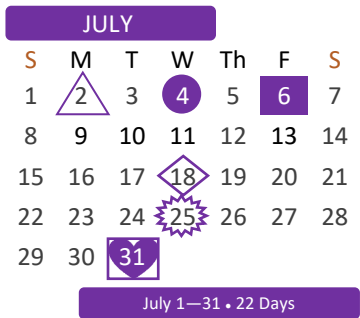
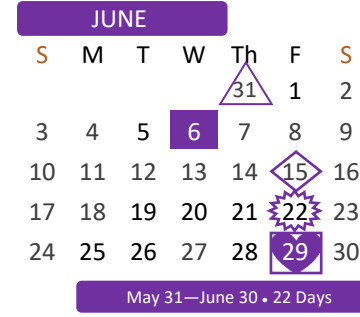
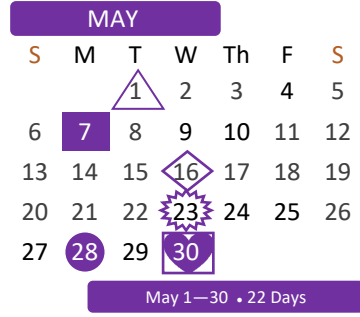
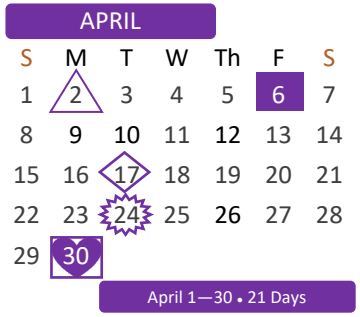
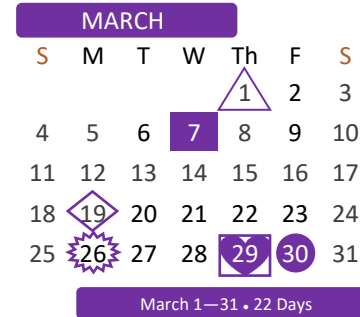
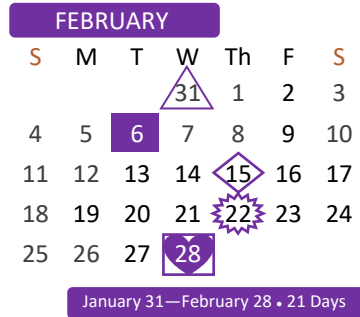
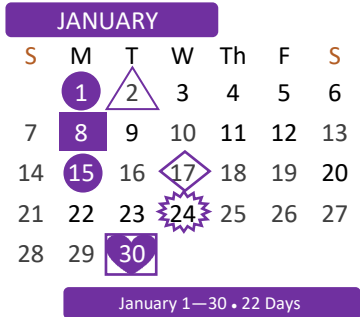
- AOC - Reconcile 672's with Payroll By
- Docks and E-TRAC Changes at Payroll Office By
  - \* Any late docks, contact your Payroll Analyst immediately.
  - \* Late submittals will affect timely pay.

- Employee Report Absences in SFSU Gateway By
- Absence Management Approval Deadline
- Payday
- Direct Deposit Posting Date
- Holiday
- Campus closure

\*Pay for special consultants, students and hourly employees, as well as shift differential, stipend and overtime pay, is processed separately. Pay requests received in payroll by the due date will be paid by the 15th of the month.

HOLIDAY OBSERVANCES

- January**
  - New Year's Day ..... January 1
  - Martin Luther King Jr. Day ..... January 15
- March**
  - Cesar Chavez Day ..... March 30
- May**
  - Memorial Day ..... May 28
- July**
  - Independence Day ..... July 4
- September**
  - Labor Day ..... September 3
- November**
  - Veterans Day ..... November 22
  - Thanksgiving ..... November 22
  - Columbus Day ..... November 23
- December**
  - Christmas ..... December 25
  - Lincoln's Birthday ..... December 26
  - Presidents' Day ..... December 27
  - Admission Day ..... December 28
  - Campus Closure ..... December 31



\*\* Campus Closure December 31, 2018. Employees may use a Personal Holiday, Vacation day, use ADO or CTO, or may elect to be "docked" on that date.