



Hourly Staff & Student Payroll Calendar

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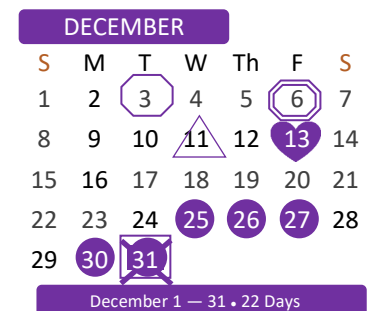
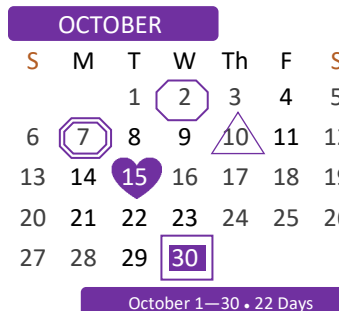
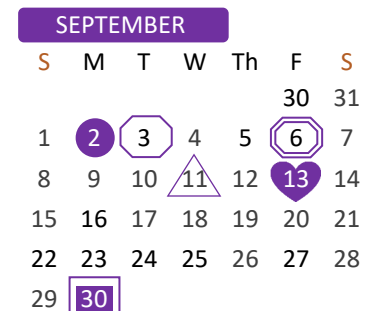
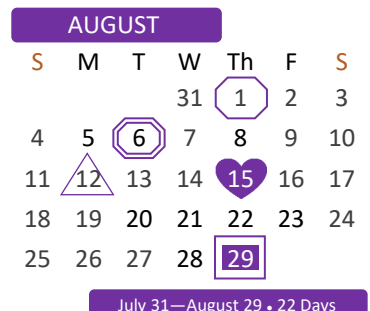
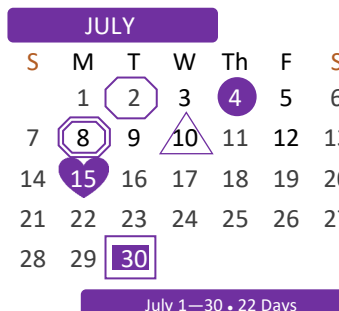
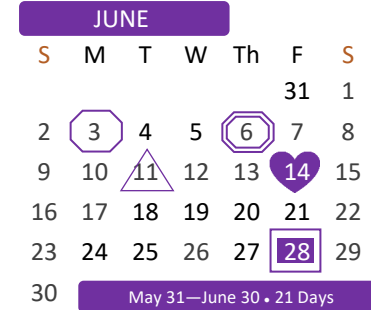
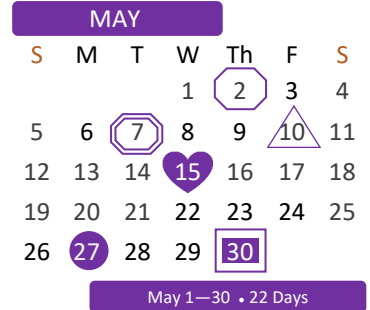
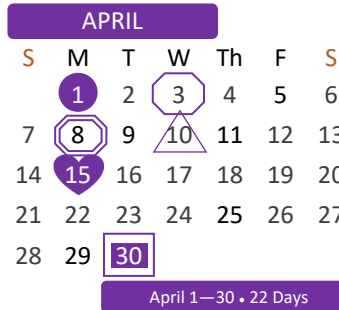
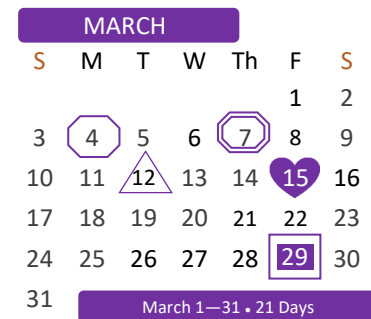
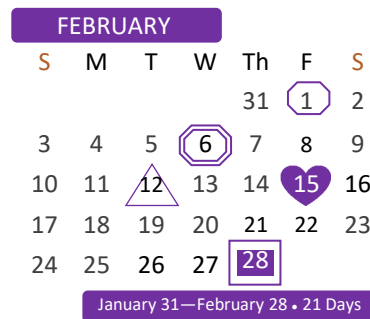
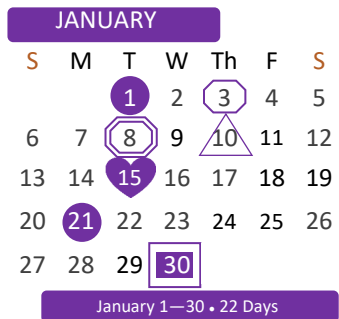
LEGEND

- DUE DATE—Employee Submit Hours Worked By:
- 1st Level Approver, Due By:
- 2nd Level Approver, Due By:
- Payday (Late Timesheet)
- Payday
- Appointment E-TRAC / SPAR due by
- Holiday
- Campus Closure

NOTE— Manual requests for pay must be submitted by the 2nd Level Approver Day to be paid by the 15th of the month.

HOLIDAY OBSERVANCES

- January**
  - New Year's Day ..... January 1
  - Martin Luther King Jr. Day ..... January 21
- April**
  - Cesar Chavez Day ..... April 1
- May**
  - Memorial Day ..... May 27
- July**
  - Independence Day ..... July 4
- September**
  - Labor Day ..... September 2
- November**
  - Veterans Day ..... November 11
  - Thanksgiving ..... November 28
  - Columbus Day ..... November 29
- December**
  - Christmas ..... December 25
  - Lincoln's Birthday ..... December 26
  - Presidents' Day ..... December 27
  - Admission Day ..... December 30
  - Campus Closure ..... December 31



This pay calendar is for special consultants, students and hourly intermittent employees, as well as shift differential, stipend and overtime pay. Pay requests received in payroll by the first day of the pay period will be paid by the 15th of the month.