2015

Staff and Faculty Payroll Calendar

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AOC - Reconcile 672’s with Payroll By
Docks and Ehrac Changes at Payroll Office By
* Any late docks, contact your Payroll Analyst immediately.
* Late submissions will affect timely pay.

Employee Report Absences in SFSU Gateway By
Absence Management Approval Deadline
Payday
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.

January
New Year’s Day January 1
Martin Luther King Jr. Day January 19

March
Cesar Chavez Day March 31

May
Memorial Day May 25

July
Independence Day July 3
Labor Day September 7

November
Veterans Day November 11
Thanksgiving November 26
Columbus Day November 27

December
Christmas December 25
Lincoln’s Birthday December 28
Presidents’ Day December 29
Admission Day December 30
Campus Closure December 26, 27, 31

** Campus Closure December 31, 2015. Employees may use a Personal Holiday, Vacation day, use ADO or CTO, or may elect to be “docked” on that date.