Staff and 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 submissions 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 payday 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 18
March
Cesar Chavez Day __________________________ March 31
May
Memorial Day ______________________________ May 30
July
Independence Day __________________________ July 4
September
Labor Day ________________________________ September 5
November
Veterans Day ______________________________ November 11
Thanksgiving _____________________________ November 24
Columbus Day ____________________________ November 26
December
Christmas _________________________________ December 26
Lincoln’s Birthday __________________________ December 27
Presidents’ Day ____________________________ December 28
Admission Day ____________________________ December 29
Campus Closure __________________________ December 25, 30, 31

** Campus Closure December 30, 2016. Employees may use a Personal Holiday, Vacation day, use ADO or CTO, or may elect to be “docked” on that date.