### 2017 Staff & Faculty Payroll Calendar

**San Francisco State University**

#### www.sfsu.edu

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
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**Holiday Observances**

- **January**
  - New Year’s Day: January 1
  - Martin Luther King Jr. Day: January 16
- **March**
  - Cesar Chavez Day: March 31
- **May**
  - Memorial Day: May 29
- **July**
  - Independence Day: July 4
- **September**
  - Labor Day: September 4
  - Veterans Day: November 10
  - Thanksgiving: November 23
  - Columbus Day: November 24
- **December**
  - Christmas: December 25
  - Lincoln’s Birthday: December 26
  - Presidents’ Day: December 27
  - Admission Day: December 28
  - Campus Closure: December 29

**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

**Notes**

- *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.*

**Date References**

- January 1—31 × 22 Days
- February 1—March 1 × 21 Days
- March 2—31 × 22 Days
- April 1—May 1 × 21 Days
- May 2—31 × 22 Days
- June 1—30 × 22 Days
- August 1—31 × 22 Days
- September 1—30 × 21 Days
- October 1—31 × 22 Days
- November 1—30 × 22 Days
- December 1—31 × 21 Days

**Additional Notes**

- **Campus Closure December 29, 2017.** Employees may use a Personal Holiday, Vacation day, use ADO or CTO, or may elect to be “dock” on that date.