



Hourly Staff & Student Payroll Calendar

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LEGEND

- Legend items: 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

- Holiday observances list: January (New Year's Day, Martin Luther King Jr. Day), March (Cesar Chavez Day), May (Memorial Day), July (Independence Day), September (Labor Day), November (Veterans Day, Thanksgiving, Columbus Day), December (Christmas, Lincoln's Birthday, Presidents' Day, Admission Day, Campus Closure)

