



SAN FRANCISCO  
STATE UNIVERSITY

2021

## Hourly Staff & Student Payroll Calendar

[www.sfsu.edu](http://www.sfsu.edu)

### 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

<b>January</b>	
New Year's Day .....	January 1
Martin Luther King Jr. Day .....	January 18
<b>March</b>	
Cesar Chavez Day .....	March 31
<b>May</b>	
Memorial Day .....	May 31
<b>July</b>	
Independence Day .....	July 5
<b>September</b>	
Labor Day .....	September 6
<b>November</b>	
Veterans Day .....	November 11
Thanksgiving .....	November 25
President's Day .....	November 26
<b>December</b>	
Christmas .....	December 24
Columbus Day .....	December 27
Lincoln's Birthday .....	December 28
Admission Day .....	December 29
Campus Closure .....	December 30
New Year's Day (2022) .....	December 31

JANUARY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	January 1—31 • 19 Days					

FEBRUARY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	February 1—March 1 • 21 Days				

MARCH						
S	M	T	W	Th	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	March 2—31 • 21 Days		

APRIL						
S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
April 1—30 • 22 Days						

MAY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	May 1—31 • 20 Days				

JUNE						
S	M	T	W	Th	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	June 1—30 • 22 Days		

JULY						
S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
July 1—31 • 21 Days						

AUGUST						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	August 1—31 • 22 Days			

SEPTEMBER						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	September 1—30 • 21 Days	

OCTOBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	October 1—November 1 • 22 Days				

NOVEMBER						
S	M	T	W	Th	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	November 2—December 1 • 19 Days		

DECEMBER						
S	M	T	W	Th	F	S
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
December 2—31 • 16 Days						

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.