# San Francisco State University

## Payroll Calendar

**Hourly Staff & Student**

hrwww@sfsu.edu

**PAYDAY**

- Manual requests for pay must be submitted by the 2nd Level Approver Day to be paid by the Payday.

## LEGEND

- **DUE DATE** — Employee Submit Hours Worked By
- **1st Level Approver, Due By**
- **2nd Level Approver, Due By**
- **Payday (Late Timesheet)**
- **Payday**
- **Holiday**
- **Appointment E-TRAC / SPAR due by**
- **Campus closure**

## HOLIDAY OBSERVANCES

- **January**
  - New Year’s Day ...................... December 31, 2021
  - Martin Luther King Jr. Day ........ January 17
- **March**
  - Cesar Chavez Day ..................... March 31
- **May**
  - Memorial Day ................................ May 30
  - Independence Day ..................... July 4
- **July**
  - Labor Day ................................ September 5
- **November**
  - Veterans Day .......................... November 11
  - Thanksgiving .......................... November 24
  - President’s Day ......................... November 25
- **December**
  - Christmas ............................. December 26
  - Columbus Day .......................... December 27
  - Lincoln’s Birthday ..................... December 28
  - Admission Day ........................ December 29
  - Campus Closure ....................... December 30

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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.