



# San Francisco State University

# 2022

## Hourly Staff & Student Payroll Calendar

[hrwww@sfsu.edu](mailto:hrwww@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 Payday .

### 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
- July
  - Independence Day ..... July 4
- September
  - 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

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

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

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

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

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

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

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

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

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

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

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

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

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.