**2021 Staff & Faculty Payroll Calendar**

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**LEGEND**
- AOC - Reconcile 672’s with Payroll By
- Direct Deposit Posting Date
- Payday
- Holiday
- Absence Management Approval Deadline
- Employee Report Absences in SFSU Gateway By
- *Any late dock, contact your Payroll Analyst immediately.
* Late submissions will affect timely pay.
- Campus closure

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**HOLIDAY OBSERVANCES**

**January**
- New Year’s Day: January 1
- Martin Luther King Jr. Day: January 18

**March**
- Cesar Chavez Day: March 31

**May**
- Memorial Day: May 31

**July**
- Independence Day: July 5

**September**
- Labor Day: September 6
- Veterans Day: November 11
- Thanksgiving: November 25

**November**
- President’s Day: November 29
- Christmas: December 24
- Columbus Day: December 27
- Lincoln’s Birthday: December 28
- Admission Day: December 29
- Campus: December 30
- New Year’s Day (2022): December 31

**DECEMBER**
- Christmas: December 24
- Columbus Day: December 27
- Lincoln’s Birthday: December 28
- Admission Day: December 29
- Campus: December 30
- New Year’s Day (2022): December 31

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**Notices**
- **Payroll Days:**
  - January 1—31 + 21 Days
  - February 1—March 1 + 21 Days
  - March 2—31 + 22 Days
  - April 1—30 + 22 Days
  - May 1—31 + 21 Days
  - June 1—30 + 22 Days
  - July 1—July 31 + 22 Days
  - August 1—August 31 + 22 Days
  - September 1—September 30 + 22 Days
  - October 1—November 1 + 22 Days
  - November 2—December 1 + 22 Days
  - December 2—December 31 + 22 Days

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**Notes:**
- Pay requests received in payroll by the due date will be paid by the 15th of the month.
- *Pay for special consultants, students and hourly employees, as well as shift differential, stipend and overtime, is processed separately.

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**“Campus Closure December 30, 2021. Employees may use a Personal Holiday, Vacation day, use ADO or CTO, or may elect to be “docked” on that date.”**

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Rev. 10.2020