



San Francisco State University

2022

Staff & Faculty Payroll Calendar

hrwww@sfsu.edu

LEGEND

AOC - Reconcile 672's with Payroll By

Docks and E-TRAC Changes at Payroll Office By
* Any late docks, contact your Payroll Analyst immediately.
* Late submittals will affect timely pay.

Employee Report Absences in SFSU Gateway By

Absence Management Approval Deadline

Payday

Holiday

Campus closure

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

HOLIDAY OBSERVANCES

- January
 - New Year's DayDecember 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 21 Days						
S	M	T	W	Th	F	S
					31 HOLIDAY	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 HOLIDAY	18	19	20	21	22
23	24	25	26	27	28	29
30	31 PAYDAY					

Direct Deposit Posting=01/03/22

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	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 PAYDAY			

Direct Deposit Posting =03/02/22

MARCH 22 Days						
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 PAYDAY	31 HOLIDAY		

Direct Deposit Posting=04/01/22

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	16
17	18	19	20	21	22	23
24	25	26	27	28	29 PAYDAY	30

Direct Deposit Posting =05/02/22

MAY 22 Days						
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 HOLIDAY	31 PAYDAY				

Direct Deposit Posting =06/01/22

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	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 PAYDAY		

Direct Deposit Posting =07/01/22

JULY 22 Days						
S	M	T	W	Th	F	S
					1	2
3	4 HOLIDAY	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 PAYDAY					

Direct Deposit Posting =08/02/22

AUGUST 22 Days						
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 PAYDAY			

Direct Deposit Posting =09/01/22

SEPTEMBER 22 Days						
S	M	T	W	Th	F	S
				1	2	3
4	5 HOLIDAY	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 PAYDAY	

Direct Deposit Posting =10/03/22

OCTOBER 21 Days						
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 PAYDAY					

Direct Deposit Posting =11/01/22

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

Direct Deposit Posting =12/01/22

DECEMBER 22 Days						
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 HOLIDAY	27 HOLIDAY	28 HOLIDAY	29 HOLIDAY	30 Closure	31

Direct Deposit Posting =01/03/23

** Campus Closure December 30, 2022. Employees may use a Personal Holiday, Vacation day, use ADO or CTO, or may elect to be "docked" on that date.