



San Francisco
State University

2023

Staff & Faculty Payroll Calendar

hrwww@sfsu.edu

LEGEND

AOC - Reconcile Master Payroll/Certified Pay on the Master Warrant List

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 Day January 2
Martin Luther King Jr. Day January 16

March
Cesar Chavez Day..... March 31

May
Memorial Day..... May 29

July
Independence Day July 4

September
Labor Day September 4

November
Veterans Day November 10
Thanksgiving November 23
President's Day..... November 24

December
Christmas..... December 25
Columbus Day..... December 26
Lincoln's Birthday..... December 27
Admission Day December 28
Campus Closure..... December 29

JANUARY 1/1-1/31 22 Work Days						
S	M	T	W	Th	F	S
Dec.2022 Direct Deposit Posting=01/03/23						
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				
Direct Deposit Posting =02/01/23						

APRIL 4/1-5/1 21 Work 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					
Direct Deposit Posting =05/02/23						

JULY 7/1-8/1 22 Work 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					
Direct Deposit Posting =08/02/23						

OCTOBER 10/1-10/31 22 Work 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				
Direct Deposit Posting =11/01/23						

FEBRUARY 2/1-3/1 21 Work 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		
Direct Deposit Posting =03/02/23						

MAY 5/2-5/31 22 Work 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		
Direct Deposit Posting =06/01/23						

AUGUST 8/2-8/31 22 Work 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		
Direct Deposit Posting =09/01/23						

NOVEMBER 11/1-11/30 22 Work 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		
Direct Deposit Posting =12/01/23						

MARCH 3/2-3/31 22 Work 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	
Direct Deposit Posting =04/03/23						

JUNE 6/1-6/30 22 Work 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	
Direct Deposit Posting =07/03/23						

SEPTEMBER 9/1-9/30 21 Work 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
Direct Deposit Posting =10/02/23						

DECEMBER 12/1-12/31 21 Work 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						
Direct Deposit Posting =01/02/24						

** Campus Closure December 29, 2023. Employees may use a Personal Holiday, Vacation day, use ADO or CTO, or may elect to be "docked" on that date.