** Staff & Faculty Payroll Calendar **

### Staff & Faculty Payroll Calendar

#### 2023

<table>
<thead>
<tr>
<th>JANUARY 1/1-31</th>
<th>JANUARY 2/1-3/31</th>
<th>FEBRUARY 2/1-3/31</th>
<th>MARCH 3/2-3/31</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOLIDAY</td>
<td>HOLIDAY</td>
<td>PAYDAY</td>
<td>PAYDAY</td>
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<tr>
<td>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.</td>
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</tbody>
</table>

#### HOLIDAYS

- **New Year’s Day**: January 1
- **Martin Luther King Jr. Day**: January 16
- **Cesar Chavez Day**: March 31
- **Memorial Day**: May 29
- **Independence Day**: July 4
- **Labor Day**: September 4
- **Veterans Day**: November 10

#### Special Days

- **Admission Day**: December 28
- **Lincoln’s Birthday**: December 27
- **Columbus Day**: December 26
- **Christmas**: December 25
- **Veterans Day**: November 10
- **Thanksgiving**: November 23
- **President’s Day**: February 20
- **Martin Luther King Jr. Day**: January 16
- **Cesar Chavez Day**: March 31
- **Memorial Day**: May 29
- **Independence Day**: July 4
- **Labor Day**: September 4
- **Veterans Day**: November 10

**PAYDAY**

- **February 20/21**: Direct Deposit Posting = 02/01/23
- **March 31**: Direct Deposit Posting = 03/02/23
- **April 20/21**: Direct Deposit Posting = 04/03/23
- **May 31**: Direct Deposit Posting = 05/02/23
- **June 20/21**: Direct Deposit Posting = 06/01/23
- **July 31**: Direct Deposit Posting = 07/01/23
- **August 20/21**: Direct Deposit Posting = 08/02/23
- **September 30**: Direct Deposit Posting = 09/01/23
- **October 31**: Direct Deposit Posting = 10/02/23
- **November 30**: Direct Deposit Posting = 11/01/23
- **December 31**: Direct Deposit Posting = 12/01/23

**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.**

**LEGEND**

- **HOLIDAY OBSERVANCES**
- **Absence Management Approval Deadline**
- **Payday**
- **Holiday**
- **Campus closure**

**San Francisco State University**

hrwww@sfsu.edu

August, 2023

**Notes**

- **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.