

§ Direct Deposit Posting Date

* Staff Hourly, Overtime, Shift Differential, and Leave Usage Forms due in Payroll, 4 p.m.

^ ISA Hours Entered Online by Midnight

▲ Last Day to Approve ISA and Student Payroll Online

~ Special Pay Request, Late Staff Hourly, Late Student and Late ISA Time Sheets Due in Payroll

! Deadline to submit employment actions to HR and AP
Changes received after this date may result in an inaccurate/late paycheck and deductions (including benefits)

● Staff Hourly, Student, ISA, Overtime and Shift Differential Payday, 3 p.m.

% Deadline for reporting DOCKS and Withholding Changes
Changes received after this date may cause an inaccurate paycheck

Initial Master Payroll Certification (MPC)

○ Special Pay (i.e. SC101) and Late Staff Hourly, Late Student and Late ISA Payday

? Final Master Payroll Certification (MPC)

○ Faculty/Staff Payday, 3 p.m.

■ Academic Holiday (Campus Open)

■ Holiday (Campus Closed)

July 2012							AY21	Days 22
S	M	T	W	T	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 [^]						

August 2012							AY23	Days 22
S	M	T	W	T	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 [^]				

September 2012							AY15	Days 21
S	M	T	W	T	F	S		
					31 ^{§*}	1		
2	3	4	5 [▲]	6	7	8		
9	10	11	12	13 ^{~!}	14 [●]	15		
16	17 [%]	18 [#]	19 [#]	20	21	22		
23 [^] / 30	24	25 [○]	26	27 [?]	28 [○]	29		

October 2012							AY22	Days 22
S	M	T	W	T	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 [^]						

November 2012							AY18	Days 22
S	M	T	W	T	F	S		
			31 ^{§*}	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 [^]				

December 2012							AY7	Days 22
S	M	T	W	T	F	S		
					30 ^{§*}	1		
2	3	4 [▲]	5	6	7	8		
9	10	11	12 [!]	13	14 ^{~!}	15		
16	17 [#]	18 [#]	19	20	21 [○]	22		
23 [^] / 30	24 [^] / 31	25	26	27 [?]	28 [○]	29		

Holidays for 2012

Independence Day	Wednesday, July 4
Labor Day observed	Monday, September 3
Veteran's Day observed	Monday, November 12
Academic Holiday	Wednesday, November 21
Thanksgiving Day	Thursday, November 22
Lincoln's Birthday observed	Friday, November 23
California Admission Day observed	Monday, December 24
Christmas Day	Tuesday, December 25
Columbus Day observed	Monday, December 31

Academic Quarters

Summer Quarter, 2012	June 18 - August 31 (54 days)
Fall Quarter, 2012	September 10 - December 8 (62 days)
Winter Quarter, 2013	January 7 - March 25 (54 days)
Spring Quarter, 2013	April 2 - June 15 (54 days)

PAYROLL SERVICES USEFUL LINKS

- For a complete listing of **CSU/Cal Poly Paid Holidays** please refer to the following:

<http://www.afd.calpoly.edu/payroll/holidays.asp>

- For **Important Employee Information** such as direct deposit information, address changes, tax withholding changes, and forms, please visit the “Faculty and Staff” page:

<http://www.afd.calpoly.edu/payroll/staff.asp>

- For **Leave Accounting Information**, including accruals, usage, and how to check leave balances, please visit the “Reporting Pay and Leave Usage” page:

<http://www.afd.calpoly.edu/payroll/reporting.asp>

- **Separating or Retiring?** Please review Human Resources’ “Separating and Retiring Employees” page prior to your last physical day worked:

<http://www.afd.calpoly.edu/hr/separating.asp>

Questions for Payroll?

(805) 756-2605

<http://www.afd.calpoly.edu/payroll>