### UNIVERSITY CORPORATION, SAN FRANCISCO STATE

#### EMPLOYEE ATTENDANCE REPORTING / PAYROLL CALENDAR

**JANUARY 1 THROUGH DECEMBER 31, 2020**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>2020 HOLIDAYS</th>
<th>PAY PERIOD</th>
<th>EMPLOYEE ADP TIMECARD DUE BY 5:00 P.M.</th>
<th>SUPERVISOR ADP APPROVAL BY NOON</th>
<th>PAYDAY CHECKS DUE BY 5:00 P.M.</th>
<th>PAYDAY CHECKS MAILED</th>
</tr>
</thead>
</table>
| JAN   | NEW YEAR'S DAY / WED 1st  
        | MARTIN LUTHER KING DAY / MON - 20th | 12/16 - 12/31  
        | THU 2nd  
        | FRI 3rd  
        | FRI 10th  
        | ---  
        | 01/01 - 01/15  
        | THU 16th  
        | FRI 17th  
        | FRI 24th  
        | |
| FEB   | 01/16 - 01/31  
        | MON 3rd  
        | TUE 4th  
        | MON 10th  
        | |
|       | 02/01 - 02/15  
        | MON 17th  
        | TUE 18th  
        | TUE 25th  
        | |
| MAR   | 02/16 - 02/28  
        | MON 2nd  
        | TUE 3rd  
        | TUE 10th  
        | |
|       | 03/01 - 03/15  
        | MON 16th  
        | TUE 17th  
        | WED 25th  
        | |
| APR   | CÉSAR CHÁVEZ DAY / TUE - MAR 31  
        | 03/16 - 03/31  
        | WED 1st  
        | THU 2nd  
        | FRI 10th  
        | ---  
        | 04/01 - 04/15  
        | THU 16th  
        | FRI 17th  
        | FRI 24th  
        | |
| MAY   | MEMORIAL DAY / MON - 25th  
        | 04/01 - 04/30  
        | FRI 1st  
        | MON 4th  
        | MON 11th  
        | ---  
        | 05/01 - 05/15  
        | MON 18th  
        | TUE 19th  
        | TUE 26th  
        | |
| JUN   | 05/01 - 05/31  
        | MON 1st  
        | TUE 2nd  
        | WED 10th  
        | ---  
        | 06/01 - 06/15  
        | TUE 16th  
        | WED 17th  
        | THU 25th  
        | |
| JUL   | INDEPENDENCE DAY / FRI - 3rd  
        | 06/16 - 06/30  
        | WED 1st  
        | TUE 2nd  
        | FRI 10th  
        | ---  
        | 07/01 - 07/15  
        | THU 16th  
        | FRI 17th  
        | FRI 24th  
        | |
| AUG   | 07/16 - 07/31  
        | MON 3rd  
        | TUE 4th  
        | MON 10th  
        | ---  
        | 08/01 - 08/15  
        | MON 17th  
        | TUE 18th  
        | TUE 25th  
        | |
| SEP   | LABOR DAY / MON - 7th  
        | 08/16 - 08/31  
        | TUE 1st  
        | WED 2nd  
        | THU 10th  
        | ---  
        | 09/01 - 09/15  
        | WED 16th  
        | THU 17th  
        | ---  
        | FRI 25th  
        | |
| OCT   | 09/16 - 09/30  
        | THU 1st  
        | FRI 2nd  
        | FRI 9th  
        | |
|       | 10/01 - 10/15  
        | FRI 16th  
        | MON 19th  
        | MON 26th  
        | |
| NOV   | VETERAN'S DAY / WED - 11th  
        | 10/16 - 10/31  
        | MON 2nd  
        | TUE 3rd  
        | TUE 10th  
        | ---  
        | 11/01 - 11/15  
        | MON 16th  
        | TUE 17th  
        | WED 25th  
        | |
| DEC   | CHRISTMAS HOLIDAYS  
        | 11/16 - 11/30  
        | TUE 1st  
        | WED 2nd  
        | THU 10th  
        | |
|       | 12/01 - 12/15  
        | WED 16th  
        | THU 17th  
        | THU 24th  
        | |
| Jan-21 | NEW YEAR'S DAY / FRI 1st  
        | 12/16 - 12/31  
        | MON 4th  
        | TUE 5th  
        | MON 11th  
        | |

### ATTENDANCE REPORTING PERIOD:

1. Timecards for the 1st thru the 15th of the current month
   - are due the 16th (or the next work day thereafter)
   - pay checks for this period are distributed on or near the 25th of the current month

2. Timecards for the 16th thru the last working day of the current month
   - are due the 1st (or the next work day thereafter) of the following month
   - pay checks for this period are distributed on or near the 10th of the following month

### PAYCHECK DISTRIBUTION:

*Paychecks are mailed to the current address on file.*