

UNIVERSITY CORPORATION, SAN FRANCISCO STATE

EMPLOYEE ATTENDANCE REPORTING / PAYROLL CALENDAR

JANUARY 1 THROUGH DECEMBER 31, 2018

MONTH	2018 HOLIDAYS	PAY PERIOD	EMPLOYEE ezLM TIMECARD DUE BY 5:00 P.M.	SUPERVISOR ezLM APPROVAL BY NOON	PAYDAY CHECKS MAILED
JAN	NEW YEAR'S DAY /SUN 1st	12/16 - 12/31	TUE 2nd ---	WED 3rd	WED 10th ---
	MARTIN LUTHER KING DAY / MON - 15th	01/01 - 01/15	TUE 16th	WED 17th	THU 25th
FEB		01/16 - 01/31	THU 1st	FRI 2nd	FRI 9th
		02/01 - 02/15	FRI 16th	MON 19th	MON 26th
MAR	CESAR CHAVEZ DAY / FRI - MAR 30	02/16 - 02/28	THU 1st	FRI 2nd	FRI 9th
		03/01 - 0/15	FRI 16th	MON 19th	MON 26th
APR		03/16 - 03/31	MON 2nd ---	TUE 3rd	TUE 10th ---
		04/01 - 04/15	MON 16th	TUE 17th	WED 25th
MAY	MEMORIAL DAY / MON - 28th	04/16 - 04/30	TUE 1st ---	WED 2nd	THU 10th ---
		05/01 - 05/15	WED 16th	THU 17th	FRI 25th
JUN		05/16 - 05/31	FRI 1st ---	MON 4th	MON 11th ---
		06/01 - 06/15	MON 18th	TUE 19th	MON 25th
JUL	INDEPENDENCE DAY / WED - 4th	06/16 - 06/30	MON 2ND ---	TUE 3rd	TUE 10th ---
		07/01 - 07/15	MON 16th	TUE 17th	WED 25th
AUG		07/16 - 07/31	WED 1st ---	THU 2nd	FRI 10th ---
		08/01 - 08/15	THU 16th	FRI 17th	FRI 24th
SEP	LABOR DAY / MON - 3rd	08/16 - 08/31	TUE 4th ---	WED 5th	MON 10th ---
		09/01 - 09/15	MON 17th	TUE 18th	TUE 25th
OCT		09/16 - 09/30	MON 1st	TUE 2nd	WED 10th
		10/01 - 10/15	TUE 16th	WED 17th	THU 25th
NOV	VETERAN'S DAY / FRI - 10th THANKSGIVING / THU & FRI - 22nd & 23rd	10/16 - 10/31	THU 1st ---	FRI 2nd	FRI 9th ---
		11/01 - 11/15	FRI 16th	MON 19th	MON 26th
DEC	CHRISTMAS HOLIDAYS TUE 25th thru FRI 28th	11/16 - 11/30	MON 3rd	TUE 4th	MON 10th
		12/01 - 12/15	MON 17th	TUE 18th	MON 24th
Jan-19	NEW YEAR'S DAY / TUE 1st	12/16 - 12/31	WED 2nd	THU 3rd	THU 10th

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