

UNIVERSITY CORPORATION, SAN FRANCISCO STATE

EMPLOYEE ATTENDANCE REPORTING / PAYROLL CALENDAR

JANUARY 1 THROUGH DECEMBER 31, 2017

MONTH	2017 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 3rd	WED 4th	TUE 10th
	MARTIN LUTHER KING DAY / MON - 16th	01/01 - 01/15	---	---	---
FEB		01/16 - 01/31	TUE 17th	WED 18th	WED 25th
		02/01 - 02/15	WED 1st	THU 2nd	FRI 10th
MAR	CESAR CHAVEZ DAY / FRI - MAR 31	02/16 - 02/28	THU 16th	FRI 17th	FRI 24th
		03/01 - 03/15	WED 1st	THU 2nd	FRI 10th
APR		03/16 - 03/31	THU 16th	FRI 17th	FRI 24th
		04/01 - 04/15	MON 3rd	TUE 4th	MON 10th
MAY	MEMORIAL DAY / MON - 29th	04/16 - 04/30	---	---	---
		05/01 - 05/15	MON 17th	TUE 18th	TUE 25th
JUN		05/16 - 05/31	MON 1st	TUE 2nd	WED 10th
		06/01 - 06/15	TUE 16th	WED 17th	THU 25th
JUL	INDEPENDENCE DAY / TUE - 4th	06/16 - 06/30	THU 1st	FRI 2nd	FRI 9th
		07/01 - 07/15	---	---	---
AUG		07/16 - 07/31	MON 19th	MON 19th	MON 26th
		08/01 - 08/15	MON 3rd	WED 5th	MON 10th
SEP	LABOR DAY / MON - 4th	07/01 - 07/15	---	---	---
		08/16 - 08/31	MON 17th	TUE 18th	TUE 25th
OCT		07/16 - 07/31	TUE 1st	WED 2nd	THU 10th
		08/01 - 08/15	---	---	---
NOV	VETERAN'S DAY / FRI - 10th THANKSGIVING / THU & FRI - 23rd & 24th	08/16 - 08/31	WED 16th	THU 17th	FRI 25th
		09/01 - 09/15	FRI 1st	TUE 5th	MON 11th
DEC	CHRISTMAS HOLIDAYS MON 25th thru FRI 29th	09/16 - 09/30	---	---	---
		10/01 - 10/15	MON 18TH	TUE 19th	MON 25th
Jan-18	NEW YEAR'S DAY / FRI 1st	10/16 - 10/31	MON 2nd	TUE 3rd	TUE 10th
		11/01 - 11/15	MON 16th	TUE 17th	WED 25th
DEC	CHRISTMAS HOLIDAYS MON 25th thru FRI 29th	10/16 - 10/31	WED 1st	THU 2nd	FRI 10th
		11/01 - 11/15	---	---	---
DEC	CHRISTMAS HOLIDAYS MON 25th thru FRI 29th	11/16 - 11/30	THU 16th	FRI 17th	FRI 24rd
		12/01 - 12/15	FRI 1st	MON 4th	MON 11th
Jan-18	NEW YEAR'S DAY / FRI 1st	12/16 - 12/31	MON 18th	TUE 19th	FRI 22nd
Jan-18	NEW YEAR'S DAY / FRI 1st	12/16 - 12/31	TUE 2nd	WED 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