

UNIVERSITY CORPORATION, SAN FRANCISCO STATE
EMPLOYEE ATTENDANCE REPORTING / PAYROLL CALENDAR
JANUARY 1 THROUGH DECEMBER 31, 2020

MONTH	2020 HOLIDAYS	PAY PERIOD	EMPLOYEE ADP TIMECARD DUE BY 5:00 P.M.	SUPERVISOR ADP APPROVAL BY NOON	PAYDAY CHECKS MAILED
JAN	NEW YEAR'S DAY / WED 1st	12/16 - 12/31	THU 2nd	FRI 3rd	FRI 10th
	MARTIN LUTHER KING DAY / MON - 20th	01/01 - 01/15	---	FRI 17th	---
FEB		01/16 - 01/31	THU 16th	FRI 17th	FRI 24th
		02/01 - 02/15	MON 3rd	TUE 4th	MON 10th
MAR		02/16 - 02/28	MON 17th	TUE 18th	TUE 25th
		03/01 - 03/15	MON 2nd	TUE 3rd	TUE 10th
APR	CESAR CHAVEZ DAY / TUE - MAR 31	03/16 - 03/31	MON 16th	TUE 17th	WED 25th
		04/01 - 04/15	WED 1st	THU 2nd	FRI 10th
MAY	MEMORIAL DAY / MON - 25th	04/16 - 04/30	---	FRI 17th	FRI 24th
		05/01 - 05/15	FRI 1st	MON 4th	MON 11th
JUN		05/16 - 05/31	---	TUE 19th	TUE 26th
		06/01 - 06/15	MON 1st	TUE 2nd	WED 10th
JUL	INDEPENDENCE DAY / FRI - 3rd	06/16 - 06/30	---	WED 17th	THU 25th
		07/01 - 07/15	WED 1st	TUE 2nd	FRI 10th
AUG		07/16 - 07/31	---	FRI 17th	FRI 24th
		08/01 - 08/15	MON 3rd	TUE 4th	MON 10th
SEP	LABOR DAY / MON - 7th	08/16 - 08/31	---	TUE 18th	TUE 25th
		09/01 - 09/15	TUE 1st	WED 2nd	THU 10th
OCT		09/16 - 09/30	---	WED 2nd	THU 10th
		10/01 - 10/15	THU 1st	FRI 2nd	FRI 9th
NOV	VETERAN'S DAY / WED - 11th THANKSGIVING / THU & FRI - 26th & 27th	10/16 - 10/31	FRI 16th	MON 19th	MON 26th
		11/01 - 11/15	MON 2nd	TUE 3rd	TUE 10th
DEC	CHRISTMAS HOLIDAYS FRI 25th thru THU 31st	11/16 - 11/30	---	TUE 17th	WED 25th
		12/01 - 12/15	MON 16th	TUE 17th	WED 25th
Jan-21	NEW YEAR'S DAY / FRI 1st	12/16 - 12/31	TUE 1st	WED 2nd	THU 10th
			WED 16th	THU 17th	THU 24th
			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