

**UNIVERSITY CORPORATION, SAN FRANCISCO STATE**

**EMPLOYEE ATTENDANCE REPORTING / PAYROLL CALENDAR**

**JANUARY 1 THROUGH DECEMBER 31, 2023**

MONTH	2023 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 /SUN 1st	12/16 - 12/31	TUE 3rd ---	WED 4th	TUE 10th ---
	MARTIN LUTHER KING DAY / MON - 16th	01/01 - 01/15	TUE 17th	WED 18th	WED 25th
FEB		01/16 - 01/31	WED 1st	THU 2nd	FRI 10th
		02/01 - 02/15	THU 16th	FRI 17th	FRI 24th
MAR	CESAR CHAVEZ DAY / FRI - MAR 31	02/16 - 02/28	WED 1st	THU 2nd	FRI 10th
		03/01 - 0/15	THU 16th	FRI 17th	FRI 24th
APR		03/16 - 03/31	MON 3rd ---	TUE 4th	MON 10th ---
		04/01 - 04/15	MON 17th	TUE 18th	TUE 25th
MAY	MEMORIAL DAY / MON - 29th	04/16 - 04/30	MON 1st ---	TUE 2nd	WED 10th ---
		05/01 - 05/15	TUE 16th	WED 17th	THU 25th
JUN		05/16 - 05/31	THU 1st ---	FRI 2nd	FRI 9th ---
		06/01 - 06/15	FRI 16th	MON 19th	MON 26th
JUL	INDEPENDENCE DAY / TUE - 4th	06/16 - 06/30	MON 3rd ---	WED 5th	MON 10th ---
		07/01 - 07/15	MON 17th	TUE 18th	TUE 25th
AUG		07/16 - 07/31	TUE 1st ---	WED 2nd	THU 10th ---
		08/01 - 08/15	WED 16th	THU 17th	FRI 25th
SEP	LABOR DAY / MON - 4th	08/16 - 08/31	FRI 1st ---	TUES 5th	MON 11th ---
		09/01 - 09/15	MON 18th	TUE 19th	MON 25th
OCT		09/16 - 09/30	MON 2nd	TUE 3rd	TUE 10th
		10/01 - 10/15	MON 16th	TUE 17th	WED 25th
NOV	VETERAN'S DAY / FRI - 10th	10/16 - 10/31	WED 1st	THU 2nd	THU 9th
	THANKSGIVING / THU & FRI - 23rd & 23th	11/01 - 11/15	---	---	---
DEC	CHRISTMAS HOLIDAYS MON 25th thru THU 29th	11/16 - 11/30	FRI 1st	MON 4th	MON 11th
		12/01 - 12/15	MON 18th	TUES 19th	TUE 26th
Jan-24	NEW YEAR'S HOLIDAY OBSERVED MONDAY 1st	12/16 - 12/31	TUE 2nd	WED 3rd	WED 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*