

UNIVERSITY CORPORATION, SAN FRANCISCO STATE

EMPLOYEE ATTENDANCE REPORTING / PAYROLL CALENDAR

JANUARY 1 THROUGH DECEMBER 31, 2025

MONTH	2025 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	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	CESAR CHAVEZ DAY / MON - 31st	02/16 - 02/28	MON - 3rd	TUE - 4th	MON - 10th
		03/01 - 03/15	MON - 17th	TUE - 18th	TUE - 25th
APR		03/16 - 03/31	TUE - 1st	WED - 2nd	THU - 10th
		04/01 - 04/15	WED - 16th	THU - 17th	FRI - 25th
MAY	MEMORIAL DAY / MON - 26th	04/16 - 04/30	THU - 1st	FRI - 2nd	FRI - 9th
		05/01 - 05/15	FRI - 16th	MON - 19th	TBD
JUN	JUNETEENTH HOLIDAY / THU - 19th	05/16 - 05/31	MON - 2nd	TUE - 3rd	TUE - 10th
		06/01 - 06/15	MON - 16th	TUE - 17th	WED - 25th
JUL	INDEPENDENCE DAY / FRI - 4th	06/16 - 06/30	TUE - 1st	WED - 2nd	THU - 10th
		07/01 - 07/15	WED - 16th	THU - 17th	FRI - 25th
AUG		07/16 - 07/31	FRI - 1st	MON - 4th	MON - 11th
		08/01 - 08/15	MON - 18th	TUE - 19th	MON - 25th
SEP	LABOR DAY / MON - 1st	08/16 - 08/31	TUE - 2nd	WED - 3rd	WED - 10th
		09/01 - 09/15	TUE - 16th	WED - 17th	THU - 25th
OCT		09/16 - 09/30	WED - 1st	THU - 2nd	FRI - 10th
		10/01 - 10/15	THU - 16th	FRI - 17th	FRI - 24th
NOV	VETERAN'S DAY / TUE - 11th THANKSGIVING / THU & FRI - 27th & 28th	10/16 - 10/31	MON - 3rd	TUE - 4th	MON - 10th
		11/01 - 11/15	MON - 17th	TUE - 18th	TUE - 25th
DEC	CHRISTMAS HOLIDAYS WED 25th thru TUE DEC 31	11/16 - 11/30	MON - 1st	TUE - 2nd	WED - 10th
		12/01 - 12/15	TUE - 16th	WED - 17th	WED - 24th
JAN 2026	NEW YEAR'S HOLIDAY OBSERVED WEDNESDAY 1st	12/16 - 12/31	FRI - 2nd	MON - 5th	FRI 9th

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 EITHER =>

- [1] DIRECTLY DEPOSITED TO YOUR DESIGNATED BANK ACCOUNT, OR
- [2] MAILED TO THE CURRENT ADDRESS ON FILE - PLEASE ENSURE YOUR ADDRESS IS CORRECT