

UNIVERSITY CORPORATION, SAN FRANCISCO STATE

EMPLOYEE ATTENDANCE REPORTING / PAYROLL CALENDAR

JANUARY 1 THROUGH DECEMBER 31, 2024

MONTH	2024 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 / MON 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		02/16 - 02/28	FRI 1st	MON 4TH	MON 11th
		03/01 - 0/15	MON 18th	TUE 19th	MON 25th
APR	CESAR CHAVEZ DAY / MON APR 1	03/16 - 03/31	TUE 2nd ---	WED 3rd	WED 10th ---
		04/01 - 04/15	TUE 16th	WED 17th	THU 25th
MAY	MEMORIAL DAY / MON - 27th	04/16 - 04/30	WED 1st ---	THU 2nd	FRI 10th ---
		05/01 - 05/15	THU 16th	FRI 17th	FRI 24th
JUN	JUNETEENTH HOLIDAY / WED - 19th	05/16 - 05/31	MON 3rd ---	TUE 4th	MON 10th ---
		06/01 - 06/15	MON 17th	TUE 18th	TUE 25th
JUL	INDEPENDENCE DAY / THU - 4th	06/16 - 06/30	MON 1st ---	TUE 2nd	WED 10th ---
		07/01 - 07/15	TUE 16th	WED 17th	THU 25th
AUG		07/16 - 07/31	THU 1st ---	FRI 2nd	FRI 9th ---
		08/01 - 08/15	FRI 16th	MON 19th	MON 26th
SEP	LABOR DAY / MON - 2nd	08/16 - 08/31	TUE 3rd ---	WED 4th	TUE 10th ---
		09/01 - 09/15	MON 16th	TUE 17th	WED 25th
OCT		09/16 - 09/30	TUE 1st	WED 2nd	THU 10th
		10/01 - 10/15	WED 16th	THU 17th	FRI 25th
NOV	VETERAN'S DAY / MON - 11th	10/16 - 10/31	FRI 1st	MON 4th	FRI 8th
	THANKSGIVING / THU & FRI - 28th & 29th	11/01 - 11/15	---	TUE 19th	---
DEC	CHRISTMAS HOLIDAYS WED 25th thru TUE DEC 31	11/16 - 11/30	MON 2nd	TUE 3rd	TUE 10th
		12/01 - 12/15	MON 16th	TUES 17th	TUE 24th
Jan-25	NEW YEAR'S HOLIDAY OBSERVED WEDNESDAY 1st	12/16 - 12/31	THU 2nd	FRI 3rd	FRI 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