

2017/2018 PAYROLL CALENDAR - California State University, Bakersfield

\$ Faculty & Staff Paper Warrant Payday/4pm - Mgrs. approve AM time

▼ Direct Deposit Posting Date

Student Pay, Intermittent Hourly, Misc. Payments Payday/2pm

◆ SCO Cutoff/Docks Due/noon

^ Deadline - student to input time

● Faculty/Staff 672's Due/noon - employees input AM time

@ PS Deadline - MPP or designee to approve student time

⊗ Hourly Staff, Misc. pay requests Due/4pm (2nd work day of each pay period)

 **Holiday (Campus Closed)**

 **Academic Day**

JULY 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	8/1			●	

Pay Period: July 1-August 1 (22 days)

AUGUST 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Pay Period: August 2-August 31 (22 days)

SEPTEMBER 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Pay Period: September 1-September 30 (21 days)

OCTOBER 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
20	23	24	25	26	27	28
29	30	31				

Pay Period: October 1-October 31 (22 days)

NOVEMBER 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	27	28	29	30		

Pay Period: November 1-November 30 (22 days)

DECEMBER 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Pay Period: December 1-December 31 (21 days)

JANUARY 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Pay Period: January 1-January 30 (22 days)

FEBRUARY 2018

S	M	T	W	T	F	S
			1/31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Pay Period: January 31-February 28 (21 days)

MARCH 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
23	26	27	28	29	30	31

Pay Period: March 1-March 31 (22 days)

APRIL 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Pay Period: April 1-April 30 (21 days)

MAY 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Pay Period: May 1-May 30 (22 days)

JUNE 2018

S	M	T	W	T	F	S
				5/31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Pay Period: May 31-June 30 (22 days)

HOLIDAY CAMPUS CLOSURE

As shown below, the campus will be closed this year from **December 25, 2017** through **January 1, 2018**. During this period, there are five holidays that will be observed to allow for campus closure and one day that employees must use their own time to cover.

Monday	12/25/17	Christmas Day
Tuesday	12/26/17	President's Day <i>Moved</i>
Wednesday	12/27/17	Admissions Day <i>Moved</i>
Thursday	12/28/17	Columbus Day <i>Moved</i>
Friday	12/29/17	Campus Closed
Monday	1/1/18	New Year's Day

Employees who need to work on a holiday should contact their supervisor by the first part of December to allow review time by the appropriate administrator. The only offices that will remain open are those that are required to provide essential services. Such requests must be reviewed on an individual basis.

If you have any questions, please direct them to your department administrative assistant who will receive instructions from Human Resources regarding the 2017/2018 Holiday Calendar.

HOLIDAYS FOR FISCAL YEAR 2017/2018

2017	Holiday	Classes Scheduled	2018	Holiday	Classes Scheduled
July 4	Independence Day	No	January 1	New Year's Day	No
September 4	Labor Day	No	January 15	Martin Luther King, Jr.'s Birthday	No
November 10	Veteran's Day - <i>Observed</i>	No	March 30	Cesar Chavez Day - <i>Observed</i>	No
November 23	Thanksgiving Day	No	May 28	Memorial Day	No
November 24	Lincoln's Birthday - <i>Moved</i>	No			
December 25	Christmas Day	No			
December 26	President's Day - <i>Moved</i>	No			
December 27	Admissions Day - <i>Moved</i>	No			
December 28	Columbus Day - <i>Moved</i>	No			
December 29	Campus Closed*	No			



* Please note that Friday, December 29th is not a covered holiday. You may use vacation, Compensatory Time Off (CTO) or your personal holiday to cover this day.

ACADEMIC WORK CALENDAR

SUMMER SESSION - 52 DAYS
May 30, 2017 - August 10, 2017

FALL SEMESTER - 86 DAYS
August 21, 2017 - December 22, 2017



SPRING SEMESTER - 85 DAYS
January 19, 2018 - May 23, 2018