### 2016/2017 Payroll Calendar - California State University, Bakersfield

#### Pay Period Dates:
- **July 1-August 1 (22 days)**
- **August 2-August 31 (22 days)**
- **September 1-September 30 (22 days)**
- **October 1-October 31 (21 days)**
- **November 1-November 30 (22 days)**
- **December 1-December 31 (22 days)**
- **January 1-January 31 (22 days)**
- **February 1-February 28 (21 days)**
- **March 2-March 31 (22 days)**
- **April 1-April 30 (21 days)**
- **May 2-May 31 (22 days)**
- **June 1-June 30 (22 days)**

**Holiday:**
- Campus Closed

**Academic Day:**

**Important Dates:**
- **Faculty & Staff Paper Warrant Payday/4pm:** Mgrs. approve AM time
- **Student Pay, Intermittent Hourly, Misc. Payments Payday/2pm:**
- **Deadline - student to input time:**
- **PS Deadline - MPP or designee to approve student time:**
- **Direct Deposit Posting Date:**
- **SCO Cutoff/Docks Due/noon:**
- **Faculty/Staff 672’s Due/noon:** employees input AM time
- **Hourly Staff, Misc. pay requests Due/4pm (2nd work day of each pay period):**

**Other Notes:**
- Pay Period: July 1-August 1 (22 days)
- Pay Period: August 2-August 31 (22 days)
- Pay Period: September 1-September 30 (22 days)
- Pay Period: October 1-October 31 (21 days)
- Pay Period: November 1-November 30 (22 days)
- Pay Period: December 1-December 31 (22 days)
- Pay Period: January 1-January 31 (22 days)
- Pay Period: February 1-February 28 (21 days)
- Pay Period: March 2-March 31 (22 days)
- Pay Period: April 1-April 30 (21 days)
- Pay Period: May 2-May 31 (22 days)
- Pay Period: June 1-June 30 (22 days)
HOLIDAY CAMPUS CLOSURE

As shown below, the campus will be closed this year from December 26, 2016 through January 2, 2017. 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 12/26/16 Christmas Day ..................... Observed
Tuesday 12/27/16 President’s Day .................... Moved
Wednesday 12/28/16 Admissions Day .................... Moved
Thursday 12/29/16 Columbus Day ..................... Moved
Friday 12/30/16 Campus Closed
Monday 1/2/17 New Year’s Day ...................... Observed

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 2016/2017 Holiday Calendar.

HOLIDAYS FOR FISCAL YEAR 2016/2017

<table>
<thead>
<tr>
<th>2016</th>
<th>Holiday</th>
<th>Classes Scheduled</th>
<th>2017</th>
<th>Holiday</th>
<th>Classes Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4</td>
<td>Independence Day</td>
<td>No</td>
<td>January 2</td>
<td>New Year’s Day</td>
<td>No</td>
</tr>
<tr>
<td>September 5</td>
<td>Labor Day</td>
<td>No</td>
<td>January 16</td>
<td>Martin Luther King, Jr’s Birthday</td>
<td>No</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day</td>
<td>No</td>
<td>March 31</td>
<td>Cesar Chavez Day</td>
<td>No</td>
</tr>
<tr>
<td>November 24</td>
<td>Thanksgiving Day</td>
<td>No</td>
<td>May 29</td>
<td>Memorial Day</td>
<td>No</td>
</tr>
<tr>
<td>November 25</td>
<td>Lincoln’s Birthday - Moved</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>December 26</td>
<td>Christmas Day - Observed</td>
<td>No</td>
<td></td>
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</tr>
<tr>
<td>December 27</td>
<td>President’s Day - Moved</td>
<td>No</td>
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<tr>
<td>December 28</td>
<td>Admissions Day - Moved</td>
<td>No</td>
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<tr>
<td>December 29</td>
<td>Columbus Day - Moved</td>
<td>No</td>
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<tr>
<td>December 30</td>
<td>Campus Closed*</td>
<td>No</td>
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</tbody>
</table>

* Please note that Friday, December 30th 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 - 36 DAYS
June 20, 2016 - August 9, 2016

WINTER INTERSESSION - 14 DAYS
January 3, 2017 - January 20, 2017

FALL SEMESTER - 86 DAYS
August 17, 2016 - December 20, 2016

SPRING SEMESTER - 86 DAYS
January 20, 2017 - May 25, 2017