

2019/2020 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 2019

S	M	T	W	T	F	S
	1 ▼	2 ⊗^	3	4 Holiday	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: July 1 - July 30 (22 days)

AUGUST 2019

S	M	T	W	T	F	S
			7/31 ▼	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	31

Pay Period: July 31 - August 29 (22 days)

SEPTEMBER 2019

S	M	T	W	T	F	S
					8/30 ▼	8/31
1	2 Holiday	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: August 30 - September 30 (22 days)

OCTOBER 2019

S	M	T	W	T	F	S
		1 ▼	2 ⊗^	3	4	5 @
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: October 1 - October 30 (22 days)

NOVEMBER 2019

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

Pay Period: October 31 - November 30 (22 days)

DECEMBER 2019

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 (22 days)

JANUARY 2020

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

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

FEBRUARY 2020

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 ●	29 \$

Pay Period: January 31 - February 29 (21 days)

MARCH 2020

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 Holiday				

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

APRIL 2020

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 (22 days)

MAY 2020

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 Holiday	26	27 ●	28	29 \$	30
31						

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

JUNE 2020

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: June 1 - June 30 (22 days)

HOLIDAY CAMPUS CLOSURE

As shown below, the campus will be closed this year from **December 25, 2019** through **January 1, 2020**. 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.

Wednesday	12/25/19	Christmas Day
Thursday	12/26/19	President's Day <i>Moved</i>
Friday	12/27/19	Admissions Day <i>Moved</i>
Monday	12/30/19	Columbus Day <i>Moved</i>
Tuesday	12/31/19	Campus Closed
Wednesday	1/1/20	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 2019/2020 Holiday Calendar.

HOLIDAYS FOR FISCAL YEAR 2019/2020

2019	Holiday	Classes Scheduled	2020	Holiday	Classes Scheduled
July 4	Independence Day	No	January 1	New Year's Day	No
September 2	Labor Day	No	January 20	Martin Luther King, Jr.'s Birthday	No
November 11	Veteran's Day	No	March 31	Cesar Chavez Day	No
November 28	Thanksgiving Day	No	May 25	Memorial Day	No
November 29	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 30	Columbus Day - <i>Moved</i>	No			
December 31	Campus Closed*	No			



* Please note that Tuesday, December 31st 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 - 43 DAYS

June 3, 2019 - August 15, 2019

FALL SEMESTER - 86 DAYS

August 19, 2019 - December 20, 2019



SPRING SEMESTER - 84 DAYS

January 17, 2020 - May 22, 2020