

2018/2019 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 2018

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 31 (22 days)

AUGUST 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: August 1 - August 30 (22 days)

SEPTEMBER 2018

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

Pay Period: August 31 - September 30 (21 days)

OCTOBER 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: October 1 - October 30 (22 days)

NOVEMBER 2018

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

Pay Period: October 31 - November 29 (22 days)

DECEMBER 2018

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

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

JANUARY 2019

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	21 Holiday	22 ◆	23	24	25	26
27	28 ●	29	30 \$	31		

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

FEBRUARY 2019

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 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 31	25	26	27 ●	28	29 \$	30

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

APRIL 2019

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
21	22 ◆	23	24	25	26 ●	27
28	29	30 \$				

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

MAY 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: May 1 - May 30 (22 days)

JUNE 2019

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 30	24	25	26 ●	27	28 \$	29

Pay Period: May 31 - June 30 (21 days)

HOLIDAY CAMPUS CLOSURE

As shown below, the campus will be closed this year from **December 25, 2018** through **January 1, 2019**. 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.

Tuesday	12/25/18	Christmas Day
Wednesday	12/26/18	President's Day <i>Moved</i>
Thursday	12/27/18	Admissions Day <i>Moved</i>
Friday	12/28/18	Columbus Day <i>Moved</i>
Monday	12/31/18	Campus Closed
Tuesday	1/1/19	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 2018/2019 Holiday Calendar.

HOLIDAYS FOR FISCAL YEAR 2018/2019

2018	Holiday	Classes Scheduled	2019	Holiday	Classes Scheduled
July 4	Independence Day	No	January 1	New Year's Day	No
September 3	Labor Day	No	January 21	Martin Luther King, Jr.'s Birthday - <i>Observed</i>	No
November 12	Veteran's Day - <i>Observed</i>	No	April 1	Cesar Chavez Day - <i>Observed</i>	No
November 22	Thanksgiving Day	No	May 27	Memorial Day	No
November 23	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 31	Campus Closed*	No			



* Please note that Monday, 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 - 52 DAYS

May 29, 2018 - August 9, 2018

FALL SEMESTER - 85 DAYS

August 21, 2018 - December 21, 2018



SPRING SEMESTER - 86 DAYS

January 18, 2019 - May 29, 2019