

# 2024/2025 PAYROLL CALENDAR - California State University, Bakersfield

\$ 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)

Holiday (Campus Closed)

Academic Day

## JULY 2024

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

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

## AUGUST 2024

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

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

## SEPTEMBER 2024

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

## OCTOBER 2024

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 2024

S	M	T	W	T	F	S
				10/31	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: October 31 - November 30 (22 days)

## DECEMBER 2024

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 2025

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 2025

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 2025

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: March 1 - March 31 (21 days)

## APRIL 2025

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 2025

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 31 (22 days)

## JUNE 2025

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 (21 days)

## HOLIDAY CAMPUS CLOSURE

As shown below, the campus will be closed this year from **December 25, 2024** through **January 1, 2025**. 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	<b>12/25/24</b>	<b>Christmas Day</b>
Thursday	<b>12/26/24</b>	<b>President's Day</b> ..... <i>Moved</i>
Friday	<b>12/27/24</b>	<b>Admissions Day</b> ..... <i>Moved</i>
Monday	<b>12/30/24</b>	<b>Indigenous Peoples' Day</b> ..... <i>Moved</i>
Tuesday	<b>12/31/24</b>	<b>Campus Closed</b>
Wednesday	<b>1/1/25</b>	<b>New Year's Day</b>

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 2024/2025 Holiday Calendar.

## HOLIDAYS FOR FISCAL YEAR 2024/2025

2024	Holiday	Classes Scheduled	2025	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 - <i>Observed</i>	No	March 31	Cesar Chavez Day - <i>Observed</i>	No
November 28	Thanksgiving Day	No	May 26	Memorial Day	No
November 29	Lincoln's Birthday - <i>Moved</i>	No	June 19	Juneteenth	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	Indigenous Peoples' 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 - 55 DAYS**  
May 28, 2024 - August 14, 2024

**FALL SEMESTER - 85 DAYS**  
August 19, 2024 - December 18, 2024



**SPRING SEMESTER - 85 DAYS**  
January 15, 2025 - May 21, 2025