

## 2023-2024 Payroll Calendar

### Symbol & Color Legend

- ACADEMIC DAY
- HOLIDAY
- CAMPUS OPEN • NON-ACADEMIC DAY
- \$** Staff & Faculty Paydate
- D** Direct Deposit Posted for Faculty & Staff
- P** Payday for Students, Hourly Intermittents, OT, Shift Differential & Additional pay
- X** Payroll Cutoff
- ◆** Fiscal Year End Closing Deadline - All payroll related transactions for current fiscal year must be submitted to HR by 5:00 pm. (May 31, 2024)
- R** Deadline to **REPORT** Time and Labor / Absences in CHRS
- A** Deadline to **APPROVE** Time and Labor / Absences in CHRS

### ACADEMIC & HOLIDAY DATES

#### FALL SEMESTER - 84 Work Days

8/17/23 to 12/15/23

- Weekday Classes Begin - 8/21/23
- Final Exams - 12/4/23 to 12/9/23

#### SPRING SEMESTER = 87 Work Days

1/18/24 through 5/24/24

- Weekday Classes Begin - 1/22/24
- SPRING RECESS - 3/18/24 to 3/24/24
- Final Exams - 5/13/24 to 5/18/24
- COMMENCEMENT - 5/18/24

Independence Day Observed - 7/4/23

Labor Day - 9/4/23

Veteran's Day - 11/10/23

Thanksgiving - 11/23/23

Admissions Day Observed - 11/24/23

Christmas Day Observed - 12/25/23

Columbus Day Observed - 12/26/23

Lincoln's Birthday Observed - 12/27/23

Washington's Birthday Observed - 12/28/23

Campus Open - 12/29/23 (not an observed holiday)

New Year's Day Observed - 1/1/24

Martin Luther King Jr. Day - 1/15/24

Cesar Chavez Day - 4/1/24

Memorial Day - 5/27/24

Juneteenth - 6/19/24

JULY 2023						
JULY 1 - AUG 1 = 22 Days						
S	M	Tu	W	Th	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	1				

AUGUST 2023						
AUG. 2 - AUG. 31 = 22 Days						
S	M	Tu	W	Th	F	S
			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		

SEPTEMBER 2023						
SEPT. 1 - SEPT. 30 = 21 Days						
S	M	Tu	W	Th	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

OCTOBER 2023						
OCT. 1 - OCT. 31 = 22 Days						
S	M	Tu	W	Th	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				

NOVEMBER 2023						
NOV. 1 - NOV. 30 = 22 Days						
S	M	Tu	W	Th	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		

DECEMBER 2023						
DEC. 1 - DEC. 31 = 21 Days						
S	M	Tu	W	Th	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						

JANUARY 2024						
JAN. 1 - JAN. 30 = 22 Days						
S	M	Tu	W	Th	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				

FEBRUARY 2024						
JAN. 31 - FEB. 29 = 22 Days						
S	M	Tu	W	Th	F	S
			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		

MARCH 2024						
MAR. 1 - MAR. 31 = 21 Days						
S	M	Tu	W	Th	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						

APRIL 2024						
APR. 1 - APR. 30 = 22 Days						
S	M	Tu	W	Th	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				

MAY 2024						
MAY 1 - MAY 30 = 22 Days						
S	M	Tu	W	Th	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		

JUNE 2024						
MAY 31 - JUNE 30 = 22 Days						
S	M	Tu	W	Th	F	S
					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						