











# 2023

## Hourly Staff & Student Payroll Calendar

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hrwww@sfsu.edu

## LEGEND

-  **DUE DATE**—Employee Submit Hours Worked By
-  **1st Level Approver, Due By**
-  **2nd Level Approver, Due By**
-  **Payday (Late Timesheet)**
-  **Payday**
-  **Appointment E-TRAC / SPAR due by**
-  **Holiday**
-  **Campus closure**

**NOTE** -- Manual requests for pay must be submitted by the 2nd Level Approver Day to be paid by the Payday 🍷.

## HOLIDAY OBSERVANCES

<b>January</b>	New Year's Day .....	January 2
	Martin Luther King Jr. Day.....	January 16
<b>March</b>	Cesar Chavez Day.....	March 31
<b>May</b>	Memorial Day.....	May 29
<b>July</b>	Independence Day .....	July 4
<b>September</b>	Labor Day .....	September 4
<b>November</b>	Veterans Day .....	November 10
	Thanksgiving .....	November 23
	President's Day.....	November 24
<b>December</b>	Christmas.....	December 25
	Columbus Day.....	December 26
	Lincoln's Birthday.....	December 27
	Admission Day .....	December 28
	Campus Closure .....	December 29

**This pay calendar is for special consultants, student & hourly intermittent employees, as well as shift differential, stipend and overtime pay. To ensure payment ready on Payday, documentations must be submitted to Payroll and hours must be fully approved in the system by the due dates.**