

## **2012 Payroll Schedule & Holiday Calendar**

### **2012 PAYDAY SCHEDULE**

<b><u>Inclusive Dates</u></b>	<b><u>Pay Day</u></b>
01/01 – 01/31	JANUARY 31
02/01 – 02/29	FEBRUARY 29
03/01 – 03/31	MARCH 29*
04/01 – 04/30	APRIL 30
05/01 – 05/30	MAY 30
05/31 – 06/30	JUNE 29
07/01 – 07/31	JULY 31
08/01 – 08/30	AUGUST 30
08/31 – 09/30	SEPTEMBER 28
10/01 – 10/30	OCTOBER 30
10/31 – 11/29	NOVEMBER 29
11/30 – 12/31	DECEMBER 31

### **Direct Deposit Posting Date**

<b><u>2012 Pay Period</u></b>	<b><u>Posting Date</u></b>
JANUARY	FEBRUARY 1, 2012
FEBRUARY	MARCH 1
MARCH	APRIL 2
APRIL	MAY 1
MAY	MAY 31
JUNE	JULY 2
JULY	AUGUST 1
AUGUST	AUGUST 31
SEPTEMBER	OCTOBER 1
OCTOBER	OCTOBER 31
NOVEMBER	NOVEMBER 30
DECEMBER	JANUARY 2, 2013

### **STUDENT/HOURLY PAYDAY**

<b><u>2012 Pay Period</u></b>	<b><u>Payday</u></b>
January	February 15, 2012
February	March 15
March	April 16
April	May 15
May	June 15
June	July 16
July	August 15
August	September 14
September	October 15
October	November 15
November	December 14
December	January 15, 2013

### **2012 HOLIDAY SCHEDULE**

January 2	New Year's Day observed Monday
January 16	Martin Luther King, Jr. Day Monday
March 30	Cesar Chavez Day Friday
May 28	Memorial Day Monday
July 4	Independence Day Wednesday
September 3	Labor Day Monday
November 12	Veteran's Day observed Monday
November 22	Thanksgiving Day Thursday
November 23	Holiday Friday (move Washington's B'day)
December 24	<b><u>CAMPUS CLOSED</u></b>
December 25	Christmas Day Tuesday
December 26	Holiday Wednesday (move Columbus Day)
December 27	Holiday Thursday (move Lincoln's B'day)
December 28	Holiday Friday (move Admissions Day)
December 31	<b><u>CAMPUS CLOSED</u></b>

**Note:** If the Governor authorizes holiday informal time off, it may be scheduled on the last working day before Winter Break. The 4 hours holiday informal time off is combined with the non-exempt employee's available leave credits. The holiday informal time may not be used on campus closure days.

\* subject to change – details provided at a later date