

UNIVERSITY CORPORATION



CSU MONTEREY BAY
Research, Housing and Commercial Services

2018 CALENDAR
HOLIDAY OBSERVANCES

JANUARY

New Year's Day January 1
Martin Luther King Day January 15

MARCH

Cesar Chavez Day March 30

MAY

Memorial Day May 28

JULY

Independence Day July 4

SEPTEMBER

Labor Day September 3

NOVEMBER

Veterans Day November 12
Thanksgiving November 22

DECEMBER

Christmas Day December 25
Lincoln's Birthday December 26
Washington's Birthday December 27
Admission Day December 28
Columbus Day December 31

LEGEND

- Holiday
- Pay Day
- Time Sheets Due
- Employment Status Forms Due
 - Grant funded ESFs must be submitted to Corporation Grants Accounting for approval prior to the date they are due in HR.
 - Employment Status Forms (ESF) are due to the HR Office the first day of the pay period in order to be paid in that time period.

JANUARY

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			

FEBRUARY

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			

MARCH

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

APRIL

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					

MAY

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		

JUNE

S	M	T	W	T	F	S
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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

JULY

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
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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

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

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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

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	

DECEMBER

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					

UNIVERSITY CORPORATION AT MONTEREY BAY

PAYROLL SCHEDULE – CALENDAR YEAR 2018

Pay Period	ESF Due to HR	Last Day for Employee Input	Last Day for Supervisor Approval	Pay Date
December 16 – December 31 <i>(Winter Holiday 12/25 - 12/31/17)</i>	12/18/17	12/31/17	12/31/17	1/10/18
January 1 – January 15 <i>(New Years Day 1/1)</i>	1/2/18	1/15/18	1/15/18	1/25/18
January 16 – January 31 <i>(Martin L. King Day 1/15)</i>	1/16/18	1/31/18	1/31/18	2/9/18
February 1 – February 15	2/1/18	2/15/18	2/15/18	2/23/18
February 16 – February 28	2/16/18	2/28/18	2/28/18	3/9/18
March 1 – March 15	3/1/18	3/15/18	3/15/18	3/23/18
March 16 – March 31 <i>(Cesar Chavez Day 3/30)</i>	3/16/18	3/31/18	3/31/18	4/10/18
April 1 – April 15	4/2/18	4/15/18	4/15/18	4/25/18
April 16 – April 30	4/16/18	4/30/18	4/30/18	5/10/18
May 1 – May 15	5/1/18	5/15/18	5/15/18	5/25/18
May 16 – May 31 <i>(Memorial Day 5/28)</i>	5/16/18	5/31/18	5/31/18	6/8/17
June 1 – June 15	6/1/18	6/15/18	6/15/18	6/25/18
June 16 – June 30	6/18/18	6/30/18	6/30/18	7/10/18
July 1 – July 15 <i>(Independence Day 7/4)</i>	7/2/18	7/15/18	7/15/18	7/25/18
July 16 – July 31	7/16/18	7/31/18	7/31/18	8/10/18
August 1 – August 15	8/1/18	8/15/18	8/15/18	8/24/18
August 16 – August 31	8/16/18	8/31/18	8/31/18	9/10/18
September 1 – September 15 <i>(Labor Day 9/3)</i>	9/4/18	9/15/18	9/15/18	9/25/18
September 16 – September 30	9/17/18	9/30/18	9/30/18	10/10/18
October 1 – October 15	10/1/18	10/15/18	10/15/18	10/25/18
October 16 – October 31	10/16/18	10/31/18	10/31/18	11/9/18
November 1 – November 15 <i>(Veterans Day 11/12)</i>	11/1/18	11/15/18	11/15/18	11/21/18
November 16 – November 30 <i>(Thanksgiving Holiday 11/22)</i>	11/16/18	11/30/18	11/30/18	12/10/18
December 1 – December 15	12/3/18	12/15/18	12/15/18	12/21/18
December 16 – December 31 <i>(Winter Holiday 12/25-12/31/18)</i>	12/17/18	12/31/18	12/31/18	1/10/19

EMPLOYMENT STATUS FORMS (ESF) ARE DUE TO THE HR OFFICE THE FIRST DAY OF THE PAY PERIOD IN ORDER TO BE PAID IN THAT TIME PERIOD.

TIME CARDS ARE DUE IN TIME AND ATTENDANCE ON THE LAST DAY OF THE PAY PERIOD.

***PAYCHECKS ARE AVAILABLE AT THE CAMPUS SERVICE CENTER (CSC) BLDG 47. CHECKS ARE HELD FOR PICKUP FOR 3 BUSINESS DAYS AND THEN MAILED TO YOUR ADDRESS ON FILE**