



**7/2003 July 1 - July 30 = 22 days**

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		

JULY 2003

**8/2003 July 31-August 31 = 22 Days**

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						

AUGUST 2003

**9/2003 Sept 1 - Sept 30 = 22 Days**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	●	16	17	18	19	20
21	☒ 22	23	24	25	26	27
28	29	☉ 30				

SEPTEMBER 2003

**10/2003 Oct 1- Oct 30 = 22 Days**

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	

OCTOBER 2003

**11/2003 Oct 31 - Dec 1 = 22 Days**

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						

NOVEMBER 2003

**12/2003 Dec 2 - Dec 31 = 22 Days**

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			

DECEMBER 2003

**1/2004 Jan 1 - Jan 31 = 22 Days**

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

JANUARY 2004

**2/2004 February 1 - March = 21 Days**

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						

FEBRUARY 2004

**3/2004 March 2 - March 31 = 22 Days**

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			

MARCH 2004

**4/2004 April 1 - April 30 = 22 Days**

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	

APRIL 2004

**5/2004 May 1 - May 31 = 22 Days**

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					

MAY 2004

**6/2004 June 1 - June 30 = 22 Days**

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			

JUNE 2004

- Campus Closed - All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below).
- Academic Day - 85 academic days (Fall 2004); 85 academic days (Spring 2004).
- Pay Day for Faculty & Staff - Pay warrants distributed to department designee.
- Pay Day for Students, Hourly/Intermittent, and Overtime Pay - Pay warrants.
- ◆ Direct Deposit Posted - Monthly pay posted by financial institutions for those employees enrolled in the Direct Deposit Program.
- ◆ Monthly Deadline for Personal Data Changes - Deadline to submit address changes, tax withholding, and other changes to Human Resource Services. Please note that annual W-2 statements are mailed each January from the State Controller's Office to employee addresses on file as of December 1st.
- \* Monthly Master Certification and Unpaid Leave Time Deadline - Deadline to submit signed master certification document to Payroll Administration.
- ☒ Payroll Cutoff - Last day for Payroll Administration to process unpaid leave time, separations, NDI/DL and all other payroll irregularities. Information reported after this date may require re-issuance of master warrants.



University Holiday Schedule - 2003-2004



Independence Day - 7/4/03  
 Labor Day - 9/1/03  
 Thanksgiving Day - 11/27/03  
 Admission Day Observed - 11/28/03  
 Christmas Day - 12/25/03  
 Columbus Day Observed - 12/26/03  
 Veterans' Day Observed - 12/29/03

Lincoln's Birthday Observed - 12/30/03  
 Washington's Birthday Observed - 12/31/03  
 New Year's Day - 1/01/04  
 Campus closed - 1/2/04  
 Martin Luther King, Jr. Day - 1/19/04  
 Cesar Chavez Day - 3/31/04  
 Memorial Day Observed - 5/31/04