



January

New Year's Day.....January 1
Martin Luther King Day.....January 20

March

Cesar Chavez Day.....March 31

May

Memorial Day.....May 26

June

Juneteenth Day.....June 19

July

Independence Day.....July 4

September

Labor Day.....September 1

November

Veterans Day.....November 11
Thanksgiving.....November 27

December

Christmas Day.....December 25
Lincoln's Birthday.....December 26
Washington's Birthday.....December 29
CA Admission Day.....December 30
Indigenous Peoples Day.....December 31

Legend

● Holiday

\$ Pay Day

○ Time Sheets Due

□ Employment Status Forms (ESF) Due

*Grant funded ESFs must be submitted to Corporation Grants Accounting for approval prior to the date they are due in HR

*ESFs are due on the 10th and 25th of each month for the following pay period. Employees must complete on-boarding and be cleared by HR before beginning work.

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
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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		

MAY

S	M	T	W	T	F	S
				11	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
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					

JULY

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12	13	14	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
					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						

SEPTEMBER

S	M	T	W	T	F	S
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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				

OCTOBER

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	

NOVEMBER

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						

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 2025

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 12/25-12/31/24)</i>	12/25/24	12/31/24	12/31/24	1/10/25
January 1 – January 15 <i>(New Year's Day 1/1)</i>	1/10/25	1/15/25	1/15/25	1/24/25
January 16 – January 31 <i>(Martin L. King Day 1/20)</i>	1/25/25	1/31/25	1/31/25	2/10/25
February 1 – February 15	2/10/25	2/15/25	2/15/25	2/25/25
February 16 – February 29	2/25/25	2/28/25	2/28/25	3/10/25
March 1 – March 15	3/10/25	3/15/25	3/15/25	3/25/25
March 16 – March 31 <i>(Cesar Chavez Day 3/1)</i>	3/25/25	3/31/25	3/31/25	4/10/25
April 1 – April 15	4/10/25	4/15/25	4/15/25	4/25/25
April 16 – April 30	4/25/25	4/30/25	4/30/25	5/9/25
May 1 – May 15	5/10/25	5/15/25	5/15/25	5/23/25
May 16 – May 31 <i>(Memorial Day 5/26)</i>	5/25/25	5/31/25	5/31/25	6/10/25
June 1 – June 15	6/10/25	6/15/25	6/15/25	6/25/25
June 16 – June 30 <i>(Juneteenth Day 6/19)</i>	6/25/25	6/30/25	6/30/25	7/10/25
July 1 – July 15 <i>(Independence Day 7/4)</i>	7/10/25	7/15/25	7/15/25	7/25/25
July 16 – July 31	7/25/25	7/31/25	7/31/25	8/8/25
August 1 – August 15	8/10/25	8/15/25	8/15/25	8/25/25
August 16 – August 31	8/25/25	8/31/25	8/31/25	9/10/25
September 1 – September 15 <i>(Labor Day 9/1)</i>	9/10/25	9/15/25	9/15/25	9/25/25
September 16 – September 30	9/25/25	9/30/25	9/30/25	10/10/25
October 1 – October 15	10/10/25	10/15/25	10/15/25	10/24/25
October 16 – October 31	10/25/25	10/31/25	10/31/25	11/10/25
November 1 – November 15 <i>(Veterans Day 11/11)</i>	11/10/25	11/15/25	11/15/25	11/25/25
November 16 – November 30 <i>(Thanksgiving Holiday 11/27)</i>	11/25/25	11/30/25	11/30/25	12/10/25
December 1 – December 15	12/10/25	12/15/25	12/15/25	12/24/25
December 16 – December 31 <i>(Winter Holiday 12/25-12/26: 12/29-12/31/25)</i>	12/25/25	12/31/25	12/31/25	1/10/26

ESF's are due on the 10th and 25th of each month for the following pay period. Employees must complete onboarding and be cleared by HR before beginning work. Timecards are due in [ADP](#) on the last day of the pay period. Supervisor approval is due the next workday. Paychecks are available for pick up on each payday at the OSU on campus unless notified otherwise. Any checks not picked up will be mailed to the address we currently have on file for you. To enroll in [direct deposit](#) please log onto [GoCo](#) and complete the pay information under the Payment and Tax section.