

PAYROLL CALENDAR 2008- 2009



| JULY 2008 | | | | | | |
|----------------------------|----|----|----|----|----|----|
| July 1 - July 30 = 22 days | | | | | | |
| S | M | Tu | W | Th | 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 | | | |

| AUGUST 2008 | | | | | | |
|----------------------------|----|----|----|----|----|----|
| July 31 - Aug 31 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | 31 | 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 2008 | | | | | | |
|----------------------------|----|----|----|----|----|----|
| Sept 1 - Sept 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | 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 | | | | |

| OCTOBER 2008 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Oct 1 - Oct 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | 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 2008 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Oct 31 - Dec 1 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | 31 | 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 | 1 | | | | | |

| DECEMBER 2008 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Dec 2 - Dec 31 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | 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 2009 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Jan 1 - Jan 29 = 21 Days | | | | | | |
| S | M | Tu | W | Th | 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 2009 | | | | | | |
|------------------------------------|----|----|----|----|----|----|
| January 30 - February 28 = 21 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | 30 | 31 |
| 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 2009 | | | | | | |
|------------------------------|----|----|----|----|----|----|
| March 1 - March 31 = 22 Days | | | | | | |
| S | M | Tu | W | Th | 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 2009 | | | | | | |
|------------------------------|----|----|----|----|----|----|
| April 1 - April 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | 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 2009 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| May 1 - May 31 = 21 Days | | | | | | |
| S | M | Tu | W | Th | 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 2009 | | | | | | |
|----------------------------|----|----|----|----|----|----|
| June 1 - June 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | 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 | | | | |

Campus Open

Campus Closed - All academic and administrative operations closed for a scheduled holiday or campus closure (see University Holiday Schedule below).

Academic Day - 171 total academic days

Academic Day - Nursing Program Only

Fall 2008 Semester
85 Academic Days: 8/20/2008 - 12/19/2008
First official day of classes: 8/25/2008
Final Exams: 12/8/2008- 12/13/2008

Spring 2009 Semester
86 Academic Days: 1/15/2009 - 5/22/2009
First official day of classes: 1/20/2009
Final Exams: 5/9/2009 - 5/15/2009

Summer 2009 Term (11 weeks) 2 Sessions
Session I 1st official day of classes: 5/26/2009
Session I ends: 6/26/09
Session II 1st official day of classes: 6/29/2009
Session II ends: 8/7/2009

Spring Break: 3/23/2009 - 3/28/2009
Commencement : 5/16/2009
- Info Provided by: Academic Resources - Academic Calendar

- **Pay Day for Faculty & Staff** - Pay warrants distributed to department designee.
- Distribution info as provided by: D200PPM
- ! **Pay Day for Students, Hourly/Intermittent, Ext. Education Instructors, and Overtime Pay** - Pay warrants. provided to individual employees
- Deadline info as stated by: D200PPM
- dd **Direct Deposit Posted** - Monthly pay posted by financial institutions for those employees enrolled in the Direct Deposit Program.
- Posting info as stated by: D200PPM
- ★ **Attendance Due In Payroll** - Requests by all employees for Absence and Additional Time Worked (form 634) due. Day after Master Payday
- Deadline as provided by: Payroll Office
- ✓ **Monthly Deadline for Personal Data Changes** - Deadline to submit address changes, tax withholding, and other changes to Human Resources Programs. Please note that annual W-2 statements are mailed each January from the State Controller's Office to employee address on file as of December 1st. Deadline calculated as: 4 working days prior to Payroll Cutoff, with exception - June = 5 working days.
- Deadline as provided by: HR Programs
- & **Monthly Master Certification and Unpaid Leave Time Deadline** - Deadline to submit signed master certification document to Payroll Office.
- Deadline as provided by: Payroll Office
- ⊠ **Payroll Cutoff** - Last day for Payroll 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.
- Deadline info as stated by: D200PPM

NOTE: ALL warrants are available and released each payday AFTER 3PM.

University Holiday Schedule 2008 - 2009

- Independence Day - 7/4/2008
- Labor Day - 9/1/2008
- Veteran's Day - 11/11/2008
- Thanksgiving Day - 11/27/2008
- Admission Day Observed - 11/28/2008
- Christmas Day - 12/25/2008
- Lincoln's Birthday Observed - 12/26/2008

- Washington's Birthday Observed - 12/29/2008
- Columbus Day Observed - 12/30/2008
- New Year's Day - 1/1/2009
- Martin Luther King, Jr. Day - 1/19/2009
- Cesar Chavez Day - 3/31/2009
- Memorial Day - 5/25/2009

