

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 - 173 total academic days

Academic Day - Nursing Program Only

Fall 2008 Semester
86 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
87 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