

PAYROLL CALENDAR 2006-2007



JULY 2006						
July 1 - Aug 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	31	1				

AUGUST 2006						
Aug 2 - Aug 31 = 22 Days						
S	M	T	W	T	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		

SEPTEMBER 2006						
Sept 1 - Sept 30 = 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	30

OCTOBER 2006						
Oct 1 - Oct 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				

NOVEMBER 2006						
Nov 1 - Nov 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		

DECEMBER 2006						
Dec 1 - Dec 31 = 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	30
31						

JANUARY 2007						
Jan 1 - Jan 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				

FEBRUARY 2007						
January 31 - Feb 28 = 21 Days						
S	M	T	W	T	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			

MARCH 2007						
March 1 - 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

APRIL 2007						
April 1 - April 30 = 21 Days						
S	M	T	W	T	F	S
						1
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 2007						
May 1 - May 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 2007						
May 31 - June 29 = 22 Days						
S	M	T	W	T	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

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

Academic Day - 172 total academic days

Fall 2006 Semester

85 Academic Days: 8/23/2006 - 12/22/2006

First official day of classes: 8/28/2006

Final Exams: 12/11/2006 - 12/16/2006

Spring 2007 Semester

87 Academic Days: 1/18/2007 - 5/25/2007

First official day of classes: 1/22/2007

Final Exams: 5/14/2007 - 5/18/2007

Spring Break: 3/19/2007 - 3/23/2007

Commencement : 5/19/2007

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.

Attendance Due In Payroll - Requests by all employees for Absence and Additional Time Worked (form 634) due.

Monthly Deadline for Personal Data Changes - Deadline to submit address changes, tax withholding, and other changes to Human Resource Programs. 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.

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.



University Holiday Schedule 2006 - 2007



Independence Day - 7/4/2006

Labor Day - 9/4/2006

Veterans Day- 11/10/2006

Thanksgiving Day - 11/23/2006

Admission Day Observed - 11/24/2006

Christmas Day - 12/25/2006

Columbus Day Observed - 12/26/2006

Lincoln's Birthday Observed - 12/27/2006

Washington's Birthday Observed- 12/28/2006

New Year's Day - 1/1/2007

Martin Luther King, Jr. Day - 1/15/2007

Cesar Chavez Day Observed - 3/30/2007

Memorial Day Observed - 5/28/2007