

PAYROLL CALENDAR 2007- 2008



JULY 2007						
July 1 - July 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 2007						
Aug 1 - Aug 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		

SEPTEMBER 2007						
Aug 31 - Sept 30 = 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	29
30						

OCTOBER 2007						
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					

NOVEMBER 2007						
Oct 31 - Nov 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		

DECEMBER 2007						
Nov 30 - Dec 31 = 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	31					

JANUARY 2008						
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 2008						
January 31 - February 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

MARCH 2008						
March 1 - March 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					

APRIL 2008						
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		

MAY 2008						
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						

JUNE 2008						
June 1 - June 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	31					

- Campus Opened
- 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

Fall 2007 Semester 85 Academic Days: 8/22/2007 - 12/21/2007 First official day of classes: 8/27/2007 Final Exams: 12/10/2007 - 12/15/2007	Spring 2008 Semester 86 Academic Days: 1/17/2008 - 5/23/2008 First official day of classes: 1/22/2008 Final Exams: 5/10/2008 - 5/16/2008
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Spring Break: 3/16/2008 - 3/22/2008
Commencement : 5/17/2008
- 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, and Overtime Pay - Pay warrants provided to individual employees
-Deadline info as stated by: D200PPM
- 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 payday
- Deadline as provided by: Jacinta Bastone, Payroll Spvrs
- 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. 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 Administration.
-Deadline as provided by: Jacinta Bastone, Payroll Spvrs
- 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: Warrants for faculty and staff are available and released each payday AFTER 3 PM

University Holiday Schedule 2007 - 2008

- Independence Day - 7/4/2007
- Labor Day - 9/3/2007
- Veteran's Day - 11/12/2007
- Thanksgiving Day - 11/22/2007
- Admission Day Observed - 11/23/2007
- Christmas Day Observed - 12/25/2007

- Columbus Day Observed - 12/26/2007
- Lincoln's Birthday Observed - 12/27/2007
- Washington's Birthday Observed - 12/28/2007
- New Year's Day Observed - 1/1/2008
- Martin Luther King, Jr. Day - 1/21/2008
- Cesar Chavez Day - 3/31/2008
- Memorial Day Observed - 5/26/2008