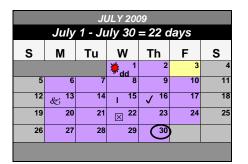
PAYROLL CALENDAR 2009 - 2010



	AUGUST 2009									
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30	31									

SEPTEMBER 2009 Sept 1 - Sept 30 = 22 Days								
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28	29	(30))					
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		NOVE	EMBER	2009		
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	MAY 2010								
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27	28	29	30)					
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Campus Open

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

Academic Day

Fall 2009 Semester

8/19/2009 - 12/18/2009 First official day of classes: 8/24/2009 Final Exams: 12/7/2009 - 12/12/2009

Spring 2010 Semester

1/19/2010 - 5/21/2010

First official day of classes: 1/19/2010 Final Exams: 5/8/2010 - 5/14/2010

Session II ends: 8/6/2010

Sesion I ends: 6/25/2010

- Info Provided by: Academic Resources - Academic Calendar

Academic Day - Nursing Program Only

Spring Break: 3/22/2010 - 3/27/2010 Commencement: 5/15/2010

Pay Day for Faculty & Staff - Pay warrants distributed to department designee.

Summer 2010 Term (11 weeks) 2 Sessions

Session I 1st official day of classes: 5/24/2010

Session II 1st official day of classes: 6/28/2010

- Distribution info as provided by: Pay Day for Students, Hourly/Intermittent, Ext. Education Instructors, and Overtime Pay - Pay
- warrants, provided to individual employees - Deadline info as stated by: D200PPM
- Furlough Days Mandatory day off without pay (All Employees)
- Furlough Days Mandatory day off without pay (Schedule A)
- Furlough Days Mandatory day off without pay (Schedule B)
- 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 2009 - 2010



Independence Day Observed - 7/3/2009 Labor Day - 9/7/2009 Veteran's Day - 11/11/2009 Thanksgiving Day - 11/26/2009 Admission Day Observed - 11/27/2009 Christmas Day - 12/25/2009 Columbus's Birthday Observed - 12/28/2009 Lincoln's Birthday Observed - 12/29/2009 Washington's Day Observed - 12/30/2009 New Year's Day - 1/1/2010 Martin Luther King, Jr. Day - 1/18/2010 Cesar Chavez Day - 3/31/2010 Memorial Day Observed - 5/31/2010

California State University, Channel Islands Payroll Calendar

California State University, Channel Islands