

PAYROLL CALENDAR 2009 - 2010



JULY 2009						
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 2009						
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 2009						
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 2009						
Oct 1 - Oct 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

NOVEMBER 2009						
Nov 1 - Dec 1 = 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	1				

DECEMBER 2009						
Dec 2 - Dec 31 = 22 Days						
S	M	Tu	W	Th	F	S
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 2010						
Jan 1 - Jan 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						

FEBRUARY 2010						
February 1 - March 1 = 21 Days						
S	M	Tu	W	Th	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1					

MARCH 2010						
March 2 - March 31 = 22 Days						
S	M	Tu	W	Th	F	S
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 2010						
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 2010						
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 2010						
June 1 - June 30 = 22 Days						
S	M	Tu	W	Th	F	S
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**
- Academic Day - Nursing Program Only**

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

Summer 2010 Term (11 weeks) 2 Sessions
Session I 1st official day of classes: 5/24/2010
Session I ends: 6/25/2010
Session II 1st official day of classes: 6/28/2010
Session II ends: 8/6/2010

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

- Info Provided by: Academic Resources - Academic Calendar

- Pay Day for Faculty & Staff** - Pay warrants distributed to department designee.
- *Distribution info as provided by:*
- I **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)
- 50 **Furlough Days** - Mandatory day off without pay (Schedule A)
- x **Furlough Days** - Mandatory day off without pay (Schedule B)
- 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 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

