

PAYROLL CALENDAR 2010- 2011



JULY 2010
July 1 - July 31 = 22 days

S	M	Tu	W	Th	F	S
				1 ^{dd}	2	3
4	5	6	7	8	9	10
11	12	13	14	15 ^I	16	17
18	19	20	21	22 [⊠]	23	24
25	26	27	28	29	30	31

AUGUST 2010
August 1 - Aug 31 = 22 Days

S	M	Tu	W	Th	F	S
1	2 ^{dd}	3	4	5	6	7
8	9	10	11	12	13 ^I	14
15	16	17 [✓]	18	19	20	21
22 [⊠]	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2010
Sept 1 - Sept 30 = 22 Days

S	M	Tu	W	Th	F	S
			1 ^{dd}	2	3	4
5	6	7	8	9	10	11
12	13	14	15 ^I	16 [✓]	17	18
19	20	21	22 [⊠]	23	24	25
26	27	28	29	30		

OCTOBER 2010
Oct 1 - Nov 1 = 22 Days

S	M	Tu	W	Th	F	S
					1 ^{dd}	2
3	4	5	6	7	8	9
10	11	12	13	14	15 ^I	16
17	18	19	20	21 [⊠]	22	23
24	25	26	27	28	29	30
31	1					

NOVEMBER 2010
Nov 2 - Dec 1 = 22 Days

S	M	Tu	W	Th	F	S
		2 ^{dd}	3	4	5	6
7	8	9	10	11	12 [✓]	13
14	15 ^I	16	17	18 [⊠]	19	20
21	22	23	24	25	26	27
28	29	30	1			

DECEMBER 2010
Dec 2 - Dec 31 = 22 Days

S	M	Tu	W	Th	F	S
				2 ^{dd}	3	4
5	6	7	8	9	10	11
12	13	14	15 ^I	16 [✓]	17	18
19	20	21	22 [⊠]	23	24	25
26	27	28	29	30	31	

JANUARY 2011
Jan 1 - Jan 31 = 21 Days

S	M	Tu	W	Th	F	S
						1
2 ^{dd}	3	4	5	6	7	8
9	10	11	12	13 [✓]	14 ^I	15
16	17	18	19	20	21 [⊠]	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2011
February 1 - March 1 = 21 Days

S	M	Tu	W	Th	F	S
		1 ^{dd}	2	3	4	5
6	7	8	9	10	11 [✓]	12
13	14 ^I	15	16	17 [⊠]	18	19
20	21	22	23	24	25	26
27	28	29	30	1		

MARCH 2011
March 2 - March 31 = 22 Days

S	M	Tu	W	Th	F	S
			2 ^{dd}	3	4	5
6	7	8	9	10	11	12
13	14 ^I	15	16 [✓]	17	18	19
20	21	22 [⊠]	23	24	25	26
27	28	29	30	31		

APRIL 2011
April 1 - April 30 = 21 Days

S	M	Tu	W	Th	F	S
					1 ^{dd}	2
3	4	5	6	7	8	9
10	11	12	13	14	15 ^I	16
17	18	19	20	21 [⊠]	22	23
24	25	26	27	28	29	30

MAY 2011
May 1 - May 31 = 22 Days

S	M	Tu	W	Th	F	S
1 ^{dd}	2	3	4	5	6	7
8	9	10	11	12	13 ^I	14
15	16 [✓]	17	18	19	20 [⊠]	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2011
June 1 - June 30 = 22 Days

S	M	Tu	W	Th	F	S
			1 ^{dd}	2	3	4
5	6	7	8	9	10	11
12	13	14 ^I	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 2010 Semester
85 Academic Days: 8/25/2010 - 12/23/2010
Weekday classes begin: 8/30/2010
Final Exams: 12/13/2010- 12/18/2010

Spring 2011 Semester
88 Academic Days: 1/20/2011 - 5/27/2011
Weekday classes begin: 1/24/2011
Final Exams: 5/14/2011 - 5/20/2011

Summer 2011 Term (11 weeks) 2 Sessions
Session I 1st official day of classes: 5/24/2011
Session I ends: 6/25/2011
Session II 1st official day of classes: 6/28/2011
Session II ends: 8/6/2011

Spring Break: 3/21/2011 - 3/26/2011
Commencement : 5/21/2011
- Info Provided by: Academic Resources - Academic Calendar

- Pay Day for Faculty & Staff** - Pay warrants distributed to department designee.
- 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**
- 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 for 672 Time & Attendance Certification & to submit signed master certification document to Payroll Office. - **Deadline as provided by: HR Programs & 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. - **Deadline info as stated by: D200PPM**

NOTE: ALL warrants are available and released each payday **AFTER** 3PM.

University Holiday Schedule 2010 - 2011

- Independence Day Observed - 7/5/2010
- Labor Day - 9/6/2010
- Veteran's Day - 11/11/2010
- Thanksgiving Day - 11/25/2010
- Admission Day Observed - 11/26/2010
- Christmas Day Observed- 12/24/2010
- Columbus's Birthday Observed - 12/27/2010
- Lincoln's Birthday Observed - 12/28/2010
- Washington's Day Observed - 12/29/2010
- New Year's Day Observed - 12/31/2010
- Martin Luther King, Jr. Day - 1/17/2011
- Cesar Chavez Day - 3/31/2011
- Memorial Day Observed - 5/30/2011