PAYROLL CALENDAR 2010-2011

AUGUST 2010

August 1 - Aug 31 = 22 Days

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NOVEMBER 2010 Nov 2 - Dec 1 = 22 Days

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SEPTEMBER 2010

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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 - 173 total academic days	Academic Day - Nursing Program Only
Fall 2010 Semester	Summer 2011 Term (11 weeks) 2 Sessions
85 Academic Days: 8/25/2010 - 12/23/2010	Session I 1st official day of classes: 5/24/2011
Weekday classes begin: 8/30/2010	Sesion I ends: 6/25/2011
Final Exams: 12/13/2010- 12/18/2010	Session II 1st official day of classes: 6/28/2011
Spring 2011 Semester	Session II ends: 8/6/2011
88 Academic Days: 1/20/2011 - 5/27/2011	Spring Break: 3/21/2011 - 3/26/2011
Weekday classes begin: 1/24/2011	Commencement : 5/21/2011
Final Exams: 5/14/2011 - 5/20/2011	nfo Provided by: Academic Resources - Academic Calenda

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
- Direct Deposit Posted Monthly pay posted by financial institutions for those employees enrolled in dd 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

	APRIL 2011									
April 1 - April 30 = 21 Days										
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