



# University Payroll Calendar Fiscal Year 2008 - 2009

## LEGEND

- A Dept Attendance Rpt (1st Submission) Due in Payroll
- DD Direct Deposit Posting Date
- EA Employee Attendance Report Due in Payroll
- H Holiday (Campus Closed)
- L Leave Day (Campus Closed) - use leave credits
- S Student & Hourly Employee Listing and Additional Pay Requests due @ 10am

- Summer Quarter
- Fall Quarter
- Winter Quarter
- Spring Quarter

- 2008/09: Jun 23 - Sept 10 (56 days)
- September 22 - December 16 (59 days)
- January 5 - March 24 (56 days)
- March 30 to June 16 (56 days)

- ★ Hourly Employee Payday; late submissions will be paid on/about the 25th
- Master Payday & Dept Attendance (2nd Submission) Email Due by 10am

rev 07/01/08

JULY 2008							22 days; 176 hrs
Su	M	T	W	Th	F	Sa	
		DD S 1	2	3	H 4	5	
6	EA 7	8	9	10	11	12	
13	14	★ 15	16	17	18	19	
20	21	22	A 23	24	25	26	
27	28	29	○ 30				

Pay Period: Jul 1 - Jul 30

AUGUST 2008							22 days; 176 hrs
Su	M	T	W	Th	F	Sa	
				DD S 31	1	2	
3	4	5	EA 6	7	8	9	
10	11	12	13	14	★ 15	16	
17	18	19	20	21	A 22	23	
24	25	26	27	28	○ 29	30	
31							

Pay Period: Jul 31 - Aug 31

SEPTEMBER 2008							22 days; 176 hrs
Su	M	T	W	Th	F	Sa	
	H 1	DD S 2	3	4	EA 5	6	
7	8	9	10	11	12	13	
14	★ 15	16	17	18	19	20	
21	22	A 23	24	25	26	27	
28	29	○ 30		EA			

Pay Period: Sept 1 - Sept 30

OCTOBER 2008							22 days; 176 hrs
Su	M	T	W	Th	F	Sa	
			DD S 1	2	3	4	
5	6	EA 7	8	9	10	11	
12	13	14	★ 15	16	17	18	
19	20	21	22	A 23	24	25	
26	27	28	29	○ 30			

Pay Period: Oct 1 - Oct 30

NOVEMBER 2008							22 days; 176 hrs
Su	M	T	W	Th	F	Sa	
					DD S 31	1	
2	3	4	5	EA 6	7	8	
9	10	H 11	12	13	★ 14	15	
16	17	18	A 19	20	21	22	
23	24	25	26	H 27	H 28	29	
30	○ 1						

Pay Period: Oct 31 - Dec 1

DECEMBER 2008							22 days; 176 hrs
Su	M	T	W	Th	F	Sa	
		DD S 2	3	4	5	6	
7	EA 8	9	10	11	12	13	
14	★ 15	16	17	18	19	20	
21	A 22	23	24	H 25	H 26	27	
28	H 29	H 30	○ 31				

Pay Period: Dec 2 - Dec 31

JANUARY 2009							21 days; 168 hrs
Su	M	T	W	Th	F	Sa	
				H 1	L DD 2	3	
4	S 5	6	EA 7	8	9	10	
11	12	13	14	★ 15	16	17	
18	H 19	20	21	A 22	23	24	
25	26	27	28	○ 29			

Pay Period: Jan 1 - Jan 29

FEBRUARY 2009							21 days; 168 hrs
Su	M	T	W	Th	F	Sa	
					DD S 30	31	
1	2	3	4	EA 5	6	7	
8	9	10	11	12	13	14	
15	★ 16	17	18	19	A 20	21	
22	23	24	25	26	○ 27	28	

Pay Period: Jan 30 - Feb 28

MARCH 2009							22 days; 176 hrs
Su	M	T	W	Th	F	Sa	
1	DD S 2	3	4	5	EA 6	7	
8	9	10	11	12	13	14	
15	★ 16	17	18	19	20	21	
22	A 23	24	25	26	27	28	
29	○ 30	H 31					

Pay Period: Mar 1 - Mar 31

APRIL 2009							22 days; 176 hrs
Su	M	T	W	Th	F	Sa	
			DD S 1	2	3	4	
5	EA 6	7	8	9	10	11	
12	13	14	★ 15	16	17	18	
19	20	21	22	A 23	24	25	
26	27	28	29	○ 30			

Pay Period: Apr 1 - Apr 30

MAY 2009							21 days; 168 hrs
Su	M	T	W	Th	F	Sa	
					DD 1	2	
3	4	5	6	EA 7	8	9	
10	11	12	13	14	★ 15	16	
17	18	19	20	A 21	22	23	
24	H 25	26	27	28	○ 29	30	
31							

Pay Period: May 1 - May 31

JUNE 2009							22 days; 176 hrs
Su	M	T	W	Th	F	Sa	
	DD S 1	2	3	4	EA 5	6	
7	8	9	10	11	12	13	
14	★ 15	16	17	18	19	20	
21	22	A 23	24	25	26	27	
28	29	○ 30					

Pay Period: Jun 1 - Jun 30