



A Dept Attendance Rpt (1st Submission) Due in Payroll

Summer Quarter

Jun 22 - Sept 8 (55 days)

DD Direct Deposit Posting Date

Fall Quarter

September 21 - December 15 (59 days)

AR Absence Report Due in Payroll

Winter Quarter

January 4 - March 23 (56 days)

OP Online Student Approvals Due

Spring Quarter

March 29 - June 15 (56 days)

HL Hourly Employee Listing & Additional Pay Requests Due at 10am

H Holiday (Campus Closed)

L Leave Day (Campus Closed) - use leave credits

Hourly Employee Payday, late submissions will be paid on/about the 25th

Master Payday & Dept Attendance (2nd Submission) Email Due by 10am

JULY 2009 22 days; 176 hrs

SUN	MON	TUE	WED	THU	FRI	SAT
			DD HL 1	2	H 3	OP 4
5	6	7	AR 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 2009 22 days; 176 hrs

SUN	MON	TUE	WED	THU	FRI	SAT
					DD HL 31	1
2	3	OP 4	5	AR 6	7	8
9	10	11	12	13	:14:	15
16	17	18	19	20	21	22
23	A 24	25	26	27	28	29
30	(31)					

Pay Period: Jul 31 - Aug 31

SEPTEMBER 2009 22 days; 176 hrs

SUN	MON	TUE	WED	THU	FRI	SAT
		DD HL 1	2	3	OP 4	5
6	H 7	AR 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: Sep 1 - Sep 30

OCTOBER 2009 22 days; 176 hrs

SUN	MON	TUE	WED	THU	FRI	SAT
				DD HL 1	2	3
OP 4	5	6	AR 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)	31

Pay Period: Oct 1 - Oct 31

NOVEMBER 2009 22 days; 176 hrs

SUN	MON	TUE	WED	THU	FRI	SAT
1	DD HL 2	3	OP 4	5	AR 6	7
8	9	10	H 11	12	13	14
15	:16:	17	18	A 19	20	21
22	23	24	25	H 26	H 27	28
29	30	(1)				

Pay Period: Nov 1 - Dec 1

DECEMBER 2009 22 days; 176 hrs

SUN	MON	TUE	WED	THU	FRI	SAT
			DD HL 2	3	OP 4	5
6	7	AR 8	9	10	11	12
13	14	:15:	16	17	A 18	19
20	21	22	23	24	H 25	26
27	H 28	H 29	H 30	(L 31)		

Pay Period: Dec 2 - Dec 31

JANUARY 2010 21 days; 168 hrs

SUN	MON	TUE	WED	THU	FRI	SAT
					H 1	2
3	DD HL 4	OP 5	6	7	AR 8	9
10	11	12	13	14	:15:	16
17	H 18	19	20	21	A 22	23
24	25	26	27	28	(29)	30
31						

Pay Period: Jan 01 - Jan 31

FEBRUARY 2010 21 days; 168 hrs

SUN	MON	TUE	WED	THU	FRI	SAT
	DD HL 1	2	3	OP 4	AR 5	6
7	8	9	10	11	12	13
14	:15:	16	17	18	A 19	20
21	22	23	24	25	26	27
28	(1)					

Pay Period: Feb 01 - Mar 01

MARCH 2010 22 days; 176 hrs

SUN	MON	TUE	WED	THU	FRI	SAT
		DD HL 2	3	OP 4	5	6
7	AR 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 02 - Mar 31

APRIL 2010 22 days; 176 hrs

SUN	MON	TUE	WED	THU	FRI	SAT
				DD HL 1	2	3
OP 4	5	6	AR 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 01 - Apr 30

MAY 2010 21 days; 168 hrs

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	DD HL 3	OP 4	5	6	AR 7	8
9	10	11	12	13	:14:	15
16	17	18	19	20	A 21	22
23	24	25	26	27	(28)	29
30	H 31					

Pay Period: May 01 - May 31

JUNE 2010 22 days; 176 hrs

SUN	MON	TUE	WED	THU	FRI	SAT
		DD HL 1	2	3	OP 4	5
6	AR 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 01 - Jun 30