



DISTRICT BUSINESS OFFICE

33 GOUGH STREET, SAN FRANCISCO, CA 94103-1214 415 241-2241, FAX 415 241-2267

To: Administrators, Department Heads, and Academic Employees

From: Payroll, 33 Gough St

Subject: **2011-2012 DEPT/WEB TIME Deadlines for All Employees**

Date: June 16, 2011

PAY PERIOD	DATES COVERED IN PAY PERIOD	DEPT/WEB TIME ENTRY DEADLINE TUESDAYS @ NOON		PAY DAY
16	07/01/11 - 07/08/11	07/11/11	MON	TUES 07/19/11
17	07/09/11 - 07/22/11	07/26/11	TUES	TUES 08/02/11
18	07/23/11 - 08/05/11	08/09/11	TUES	TUES 08/16/11
19	08/06/11 - 08/19/11	08/23/11	TUES	TUES 08/30/11
20	08/20/11 - 09/02/11	09/06/11	TUES	TUES 09/13/11
21	09/03/11 - 09/16/11	09/20/11	TUES	TUES 09/27/11
22	09/17/11 - 09/30/11	10/04/11	TUES	TUES 10/11/11
23	10/01/11 - 10/14/11	10/18/11	TUES	TUES 10/25/11
24	10/15/11 - 10/28/11	11/01/11	TUES	TUES 11/08/11
25	10/29/11 - 11/11/11	11/14/11	MON	TUES 11/22/11
26	11/12/11 - 11/25/11	11/29/11	TUES	TUES 12/06/11
27	11/26/11 - 12/09/11	12/07/11	WEDS	TUES 12/20/11
01	12/10/11 - 12/23/11	12/15/11	THURS	TUES 01/03/12
02	12/24/11 - 01/06/12	01/10/12	TUES	TUES 01/17/12
03	01/07/12 - 01/20/12	01/24/12	TUES	TUES 01/31/12
04	01/21/12 - 02/03/12	02/07/12	TUES	TUES 02/14/12
05	02/04/12 - 02/17/12	02/21/12	TUES	TUES 02/28/12
06	02/18/12 - 03/02/12	03/05/12	TUES	TUES 03/13/12
07	03/03/12 - 03/16/12	03/16/12	FRI	TUES 03/27/12
08	03/17/12 - 03/30/12	04/03/12	TUES	TUES 04/10/12
09	03/31/12 - 04/13/12	04/17/12	TUES	TUES 04/24/12
10	04/14/12 - 04/27/12	05/01/12	TUES	TUES 05/08/12
11	04/28/12 - 05/11/12	05/15/12	TUES	TUES 05/22/12
12	05/12/12 - 05/25/12	05/29/12	TUES	TUES 06/05/12
13	05/26/12 - 06/08/12	06/08/12	FRI	TUES 06/19/12
14	06/09/12 - 06/22/12	06/21/12	THURS	TUES 07/03/12
15*	06/23/12 - 06/30/12	06/29/12	FRI	TUES 07/17/12

*FISCAL YEAR END – 8 CALENDAR DAYS ONLY-SPLIT PERIOD /PART OF PAY PERIOD #16.

BOLD FACE TYPE INDICATES CHANGE IN REGULAR SCHEDULE

It is the responsibility of the employee, department and approvers to meet these deadlines, in order for pay to be available on the scheduled pay day. Late time/timesheets are paid the following pay period.

IMPORTANT NOTE: SCHEDULE IS SUBJECT TO CHANGE