



# DISTRICT BUSINESS OFFICE

33 GOUGH STREET • SAN FRANCISCO • CA 94103-1214 • 415 241-2241 • FAX 415 241-2283

To: Administrators, Department Heads, and Classified Employees (Ocean Campus)

From: Classified Payroll, 33 Gough

Subject: **2007-2008** Timesheet Deadlines for Ocean Campus Classified Employees

Date: June 15, 2007

		TIMESHEETS DUE 12 NOON			
PAY PERIOD	DATES COVERED IN PAY PERIOD	DISTRICT PAYROLL 33 GOUGH STREET		PAYDAY	
15	06/30/07 - 07/13/07	THURSDAY	07/12/07	TUESDAY	07/24/07
16	07/14/07 - 07/27/07	THURSDAY	07/26/07	TUESDAY	08/07/07
17	07/28/07 - 08/10/07	THURSDAY	08/09/07	TUESDAY	08/21/07
18	08/11/07 - 08/24/07	<b>WEDNESDAY</b>	<b>08/22/07</b>	TUESDAY	09/04/07
19	08/25/07 - 09/07/07	THURSDAY	09/06/07	TUESDAY	09/18/07
20	09/08/07 - 09/21/07	THURSDAY	09/20/07	TUESDAY	10/02/07
21	09/22/07 - 10/05/07	THURSDAY	10/04/07	TUESDAY	10/16/07
22	10/06/07 - 10/19/07	THURSDAY	10/18/07	TUESDAY	10/30/07
23	10/20/07 - 11/02/07	<b>TUESDAY</b>	<b>10/30/07</b>	TUESDAY	11/13/07
24	11/03/07 - 11/16/07	<b>TUESDAY</b>	<b>11/13/07</b>	TUESDAY	11/27/07
25	11/17/07 - 11/30/07	<b>WEDNESDAY</b>	<b>11/21/07</b>	TUESDAY	12/11/07
26	12/01/07 - 12/14/07	<b>WEDNESDAY</b>	<b>12/05/07</b>	MONDAY	12/24/07
01	12/15/07 - 12/28/07	<b>FRIDAY</b>	<b>12/14/07</b>	TUESDAY	01/08/08
02	12/29/07 - 01/11/08	<b>WEDNESDAY</b>	<b>01/09/08</b>	TUESDAY	01/22/08
03	01/12/08 - 01/25/08	THURSDAY	01/24/08	TUESDAY	02/05/08
04	01/26/08 - 02/08/08	THURSDAY	02/07/08	TUESDAY	02/19/08
05	02/09/08 - 02/22/08	THURSDAY	02/21/08	TUESDAY	03/04/08
06	02/23/08 - 03/07/08	<b>WEDNESDAY</b>	<b>03/05/08</b>	TUESDAY	03/18/08
07	03/08/08 - 03/21/08	<b>TUESDAY</b>	<b>03/11/08</b>	TUESDAY	04/01/08
08	03/22/08 - 04/04/08	<b>WEDNESDAY</b>	<b>03/19/08</b>	TUESDAY	04/15/08
09	04/05/08 - 04/18/08	THURSDAY	04/17/08	TUESDAY	04/29/08
10	04/19/08 - 05/02/08	THURSDAY	05/01/08	TUESDAY	05/13/08
11	05/03/08 - 05/16/08	THURSDAY	05/15/08	TUESDAY	05/27/08
12	05/17/08 - 05/30/08	THURSDAY	05/29/08	TUESDAY	06/10/08
13	05/31/08 - 06/13/08	<b>WEDNESDAY</b>	06/11/08	TUESDAY	06/24/08
14	06/14/08 - 06/27/08	<b>TUESDAY</b>	06/24/08	TUESDAY	07/08/08
15	06/28/08 - 06/30/08	<b>TUESDAY</b>	06/24/08	TUESDAY	07/22/08

Timesheet are due on the same date as stated above. If there is any changes in the time reported, please contact Payroll immediately (241-2274). This schedule gives you the due dates which must be complied with/for your protection and benefit. If your timesheet is submitted on time, you will be paid on the date shown on the payday schedule. **Schedule is subject to change.**