



# DISTRICT BUSINESS OFFICE

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

To: Administrators, Department Heads, and Academic Employees

From: Certificated Payroll, 33 Gough

Subject: **2007-2008** Counseling / Hourly & Overload Timesheet Deadlines

Date: July 12, 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	WEDNESDAY 07/11/07	TUESDAY 07/24/07
16	07/14/07 - 07/27/07	WEDNESDAY 07/25/07	TUESDAY 08/07/07
17	07/28/07 - 08/10/07	WEDNESDAY 08/08/07	TUESDAY 08/21/07
18	08/11/07 - 08/24/07	WEDNESDAY 08/22/07	TUESDAY 09/04/07
19	08/25/07 - 09/07/07	WEDNESDAY 09/05/07	TUESDAY 09/18/07
20	09/08/07 - 09/21/07	WEDNESDAY 09/19/07	TUESDAY 10/02/07
21	09/22/07 - 10/05/07	WEDNESDAY 10/03/07	TUESDAY 10/16/07
22	10/06/07 - 10/19/07	WEDNESDAY 10/17/07	TUESDAY 10/30/07
23	10/20/07 - 11/02/07	WEDNESDAY 10/31/07	TUESDAY 11/13/07
24	11/03/07 - 11/16/07	<b>FRIDAY 11/09/07</b>	TUESDAY 11/27/07
25	11/17/07 - 11/30/07	<b>WEDNESDAY 11/21/07</b>	TUESDAY 12/11/07
26	12/01/07 - 12/14/07	<b>WEDNESDAY 12/05/07</b>	MONDAY 12/24/07
01	12/15/07 - 12/28/07	<b>FRIDAY 12/14/07</b>	TUESDAY 01/08/08
02	12/29/07 - 01/11/08	WEDNESDAY 01/09/08	TUESDAY 01/22/08
03	01/12/08 - 01/25/08	WEDNESDAY 01/23/08	TUESDAY 02/05/08
04	01/26/08 - 02/08/08	<b>MONDAY 02/04/08</b>	TUESDAY 02/19/08
05	02/09/08 - 02/22/08	WEDNESDAY 02/20/08	TUESDAY 03/04/08
06	02/23/08 - 03/07/08	WEDNESDAY 03/05/08	TUESDAY 03/18/08
07	03/08/08 - 03/21/08	<b>TUESDAY 03/11/08</b>	TUESDAY 04/01/08
08	03/22/08 - 04/04/08	<b>TUESDAY 03/18/08</b>	TUESDAY 04/15/08
09	04/05/08 - 04/18/08	WEDNESDAY 04/16/08	TUESDAY 04/29/08
10	04/19/08 - 05/02/08	WEDNESDAY 04/30/08	TUESDAY 05/13/08
11	05/03/08 - 05/16/08	WEDNESDAY 05/14/08	TUESDAY 05/27/08
12	05/17/08 - 05/30/08	WEDNESDAY 05/28/08	TUESDAY 06/10/08
13	05/31/08 - 06/13/08	WEDNESDAY 06/11/08	TUESDAY 06/24/08
14	06/14/08 - 06/27/08	WEDNESDAY 06/25/08	TUESDAY 07/08/08
	<b>06/28/08 - 06/30/08</b>	<b>FRIDAY 06/27/08</b>	<b>TUESDAY 07/22/08</b>

**NOTE: SCHEDULE IS SUBJECT TO CHANGE**