



# 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: Certificated Payroll, 33 Gough

Subject: **2009-2010** Instructionally-Related & Grant Hourly Timesheet Schedule

Date: June 9, 2009

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

\*FISCAL YEAR END – 5 CALENDAR DAYS ONLY-SPLIT PERIOD/PART OF PAY PERIOD #16

**IMPORTANT NOTE: SCHEDULE IS SUBJECT TO CHANGE**