



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: Classified Payroll, 33 Gough
 Subject: **2008-2009** Timesheet/WEB Deadlines for Classified Employees
 Date: June 2, 2008

PAY PERIOD	DATES COVERED IN PAY PERIOD	TIMESHEETS DUE DISTRICT PAYROLL 33 GOUGH STREET	WEB DEADLINE MONDAYS @ NOON	PAY DAY
16	07/01/08 - 07/11/08	WEDS	07/09/08	07/14/08 TUES 07/22/08
17	07/12/08 - 07/25/08	THURS	07/24/08	07/28/08 TUES 08/05/08
18	07/26/08 - 08/08/08	THURS	08/07/08	08/11/08 TUES 08/19/08
19	08/09/05 - 08/22/08	WEDS	08/20/08	08/25/08 TUES 09/02/08
20	08/23/08 - 09/05/08	THURS	09/04/08	09/08/08 TUES 09/16/08
21	09/06/08 - 09/19/08	THURS	09/18/08	09/22/08 TUES 09/30/08
22	09/20/08 - 10/03/08	THURS	10/02/08	10/06/08 TUES 10/14/08
23	10/04/08 - 10/17/08	THURS	10/16/08	10/20/08 TUES 10/28/08
24	10/18/08 - 10/31/08	WEDS	10/29/08	10/31/08 FRI 11/07/08
25	11/01/08 - 11/14/08	TUES	11/11/08	11/14/08 TUES 11/25/08
26	11/15/08 - 11/28/08	MON	11/24/08	11/26/08 TUES 12/09/08
27	11/29/08 - 12/12/08	MON	12/08/08	12/10/08 TUES 12/23/08
01	12/13/08 - 12/26/08	TUES	12/16/08	12/18/08 TUES 01/06/09
02	12/27/08 - 01/09/09	WEDS	01/07/09	01/12/09 TUES 01/20/09
03	01/10/09 - 01/23/09	THURS	01/22/09	01/26/09 TUES 02/03/09
04	01/24/09 - 02/06/09	TUES	02/03/09	02/06/09 TUES 02/17/09
05	02/07/09 - 02/20/09	THURS	02/19/09	02/23/09 TUES 03/03/09
06	02/21/09 - 03/06/09	THURS	03/05/09	03/09/09 TUES 03/17/09
07	03/07/09 - 03/20/09	TUES	03/17/09	03/19/09 MON 03/30/09
08	03/21/09 - 04/03/09	TUES	03/24/09	03/27/09 TUES 04/14/09
09	04/04/09 - 04/17/09	THURS	04/16/09	04/20/09 TUES 04/28/09
10	04/18/09 - 05/01/09	THURS	04/30/09	05/04/09 TUES 05/12/09
11	05/02/09 - 05/15/09	THURS	05/14/09	05/18/09 TUES 05/26/09
12	05/16/09 - 05/29/09	THURS	05/28/09	06/01/09 TUES 06/09/09
13	05/30/09 - 06/12/09	TUES	06/09/09	06/12/09 TUES 06/23/09
14	06/13/09 - 06/26/09	TUES	06/23/09	06/26/09 TUES 07/07/09
15*	06/27/09 - 06/30/09	TUES	06/30/09	07/01/09 TUES 07/21/09

*FISCAL YEAR END – 4 DAYS ONLY-SPLIT PERIOD /PART OF PAY PERIOD #16

BOLD FACE TYPE INDICATES CHANGE IN REGULAR SCHEDULE

IMPORTANT NOTE: SCHEDULE IS SUBJECT TO CHANGE