



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: **2009-2010** Timesheet/WEB Deadlines for Classified Employees
 Date: June 8, 2009

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

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

BOLD FACE TYPE INDICATES CHANGE IN REGULAR SCHEDULE

IMPORTANT NOTE: SCHEDULE IS SUBJECT TO CHANGE