



# 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: **2010-2011** Instructionally-Related & Grant Hourly Timesheet Schedule

Date: June 23, 2010

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

\*FISCAL YEAR END -6 CALENDAR DAYS ONLY-SPLIT PERIOD/PART OF PAY PERIOD #16

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