



## 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: Payroll, 33 Gough St

Subject: **2011-2012 DEPT/WEB TIME Deadlines for All Employees**

Date: June 16, 2011

PAY PERIOD	DATES COVERED IN PAY PERIOD	DEPT/WEB TIME ENTRY DEADLINE TUESDAYS @ NOON		PAY DAY
16	07/01/11 - 07/08/11	<b>07/11/11</b>	<b>MON</b>	TUES 07/19/11
17	07/09/11 - 07/22/11	07/26/11	TUES	TUES 08/02/11
18	07/23/11 - 08/05/11	08/09/11	TUES	TUES 08/16/11
19	08/06/11 - 08/19/11	08/23/11	TUES	TUES 08/30/11
20	08/20/11 - 09/02/11	09/06/11	TUES	TUES 09/13/11
21	09/03/11 - 09/16/11	09/20/11	TUES	TUES 09/27/11
22	09/17/11 - 09/30/11	10/04/11	TUES	TUES 10/11/11
23	10/01/11 - 10/14/11	10/18/11	TUES	TUES 10/25/11
24	10/15/11 - 10/28/11	11/01/11	TUES	TUES 11/08/11
25	10/29/11 - 11/11/11	<b>11/14/11</b>	<b>MON</b>	TUES 11/22/11
26	11/12/11 - 11/25/11	11/29/11	TUES	TUES 12/06/11
27	11/26/11 - 12/09/11	<b>12/07/11</b>	<b>WEDS</b>	TUES 12/20/11
01	12/10/11 - 12/23/11	<b>12/15/11</b>	<b>THURS</b>	TUES 01/03/12
02	12/24/11 - 01/06/12	01/10/12	TUES	TUES 01/17/12
03	01/07/12 - 01/20/12	01/24/12	TUES	TUES 01/31/12
04	01/21/12 - 02/03/12	02/07/12	TUES	TUES 02/14/12
05	02/04/12 - 02/17/12	02/21/12	TUES	TUES 02/28/12
06	02/18/12 - 03/02/12	03/05/12	TUES	TUES 03/13/12
07	03/03/12 - 03/16/12	<b>03/16/12</b>	<b>FRI</b>	TUES 03/27/12
08	03/17/12 - 03/30/12	04/03/12	TUES	TUES 04/10/12
09	03/31/12 - 04/13/12	04/17/12	TUES	TUES 04/24/12
10	04/14/12 - 04/27/12	05/01/12	TUES	TUES 05/08/12
11	04/28/12 - 05/11/12	05/15/12	TUES	TUES 05/22/12
12	05/12/12 - 05/25/12	05/29/12	TUES	TUES 06/05/12
13	05/26/12 - 06/08/12	<b>06/08/12</b>	<b>FRI</b>	TUES 06/19/12
14	06/09/12 - 06/22/12	<b>06/21/12</b>	<b>THURS</b>	TUES 07/03/12
15*	06/23/12 - 06/30/12	<b>06/29/12</b>	<b>FRI</b>	TUES 07/17/12

\*FISCAL YEAR END – 8 CALENDAR DAYS ONLY-SPLIT PERIOD /PART OF PAY PERIOD #16.

**BOLD FACE TYPE INDICATES CHANGE IN REGULAR SCHEDULE**

**It is the responsibility of the employee, department and approvers to meet these deadlines, in order for pay to be available on the scheduled pay day. Late time/timesheets are paid the following pay period.**

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