



**San Jose State University Research Foundation  
Year 2009  
HR/Payroll Calendar & Timelines**

<b>MONTH</b>	<b>HOLIDAYS</b>	<b>PERIOD COVERED</b>	<b>APPOINTMENT FORMS &amp; IN PROCESS CHANGES DUE TO HR BY 5:00 PM</b>	<b>MAXIMUM NON-EXEMPT HOURS</b>	<b>TIMESHEETS DUE BY 5:00 PM</b>	<b>PAYDATE Checks Available After 1:00 PM</b>
January	01/01*	01/01-01/15	01/12	88	01/16	01/26
	01/19*	01/16-01/31	01/26	88	02/02	02/10
February		02/01-02/15	02/13	80	02/16	02/26
		02/16-02/28	02/27	80	03/02	03/10
March	03/31*	03/01/-03/15	03/10	80	03/16	03/26
		03/16-03/31	03/25	96	04/01	04/10
April		04/01-04/15	04/10	88	04/16	04/24
		04/16-04/30	04/24	88	05/01	05/08
May	05/25*	05/01-05/15	05/11	88	05/18	05/26
		05/16-05/31	05/26	80	06/01	06/10
June		06/01-06/15	06/11	88	06/16	06/26
		06/16-06/30	06/24	88	07/01	07/10
July	07/03*	07/01-07/15	07/10	88	07/16	07/24
		07/16-07/31	07/27	96	08/03	08/10
August		08/01-08/15	08/10	80	08/17	08/26
		08/16-08/31	08/26	88	09/01	09/10
September	09/07*	09/01-09/15	09/10	88	09/16	09/25
		09/16-09/30	09/25	88	10/01	10/09
October		10/01-10/15	10/12	88	10/16	10/26
		10/16-10/31	10/27	88	11/02	11/10
November	11/11*	11/01-11/15	11/10	80	11/16	11/25
	11/26-11/27*	11/16-11/30	11/20	88	12/01	12/10
December		12/01-12/15	12/10	88	12/16	12/24 **
	12/25-12/31*	12/16-12/31	12/17	96	01/04/2010	01/08/2010

For Research Foundation Payroll questions: (408) 924-1412 or (408) 924-1513

For Research Foundation HR questions: (408) 924-1410

New hires and extensions must be received in and approved by HR prior to an employment start, appointment change period or account number expiration date . Otherwise paychecks will be distributed on the following pay period when the forms are not turned in by the due date .

\* Employees required to work on the holiday must have hours initialed by the Supervisor , otherwise the timesheet may be subject to processing/payment delays.

\*\* Central Office will be closed. Checks will be mailed in time for receipt by the legal payday 12/24/2009.

Thank you in advance for your cooperation.

Updated November 2009