



**San Jose State University Research Foundation**  
**Year 2010**  
**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	01/18	01/26
	01/18*	01/16-01/31	01/25	80	02/01	02/10
February		02/01-02/15	02/10	88	02/16	02/26
		02/16-02/28	02/24	72	03/01	03/10
March		03/01/-03/15	03/10	88	03/16	03/26
	03/31*	03/16-03/31	03/24	96	04/01	04/09
April		04/01-04/15	04/09	88	04/16	04/26
		04/16-04/30	04/23	88	05/03	05/10
May		05/01-05/15	05/11	80	05/17	05/26
	05/31*	05/16-05/31	05/25	88	06/01	06/10
June		06/01-06/15	06/11	88	06/16	06/25
		06/16-06/30	06/22	88	07/01	07/09
July		07/01-07/15	07/12	88	07/16	07/26
	07/2 Central Office Closed 07/05*	07/16-07/31	07/27	88	08/02	08/10
August		08/01-08/15	08/10	80	08/16	08/26
		08/16-08/31	08/26	96	09/01	09/10
September		09/01-09/15	09/10	88	09/16	09/24
	09/06*	09/16-09/30	09/24	88	10/01	10/08
October		10/01-10/15	10/12	88	10/18	10/26
		10/16-10/31	10/25	80	11/01	11/10
November		11/01-11/15	11/09	88	11/16	11/24
	11/11* 11/24 Central Office Closed 11/25-11/26*	11/16-11/30	11/19	88	12/01	12/10
December		12/01-12/15	12/07	88	12/15	12/23
	12/22-23 Central Office Closed 12/24-12/31*	12/16-12/31	12/16	96	01/03/2011	01/10/2011

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. Thank you in advance for your cooperation.