



San Jose State University Research Foundation

**Year 2011
HR/Payroll Calendar & Timelines**

PLEASE NOTE: New hires and Appointment extensions **must be** received in and approved by HR prior to an employment start, appointment change period, or account number expiration date. If forms are not turned in by due dates, paychecks will be delayed one full pay period.

MONTH	HOLIDAYS	PERIOD COVERED	NEW HIRE PAPERWORK Due 3 Days (Prior to affected pay period.)	APPOINTMENT FORMS & IN PROCESS CHANGES DUE TO HR BY 5:00 PM	MAXIMUM NON-EXEMPT HOURS	TIMESHEETS DUE BY 5:00 PM	PAYDATE Checks Available At 1:00 PM
January	01/01 (12/31 OBSERVED)* 01/17*	01/01-01/15	12/16	01/07	80	01/17	01/26
		01/16-01/31	01/12	01/21	88	02/01	02/10
February		02/01-02/15	01/28	02/07	88	02/16	02/25
		02/16-02/28	02/11	02/22	72	03/01	03/10
March	03/31*	03/01/-03/15	02/24	03/07	88	03/16	03/25
		03/16-03/31	03/11	03/22	96	04/01	04/08
April		04/01-04/15	03/29	04/07	88	04/18	04/26
		04/16-04/30	04/13	04/22	80	05/02	05/10
May	05/30*	05/01-05/15	04/27	05/06	80	05/16	05/26
		05/16-05/31	05/11	05/20	96	06/01	06/10
June		06/01-06/15	05/27	06/07	88	06/16	06/24
		06/16-06/30	06/13	06/22	88	07/01	07/08
July	07/04*	07/01-07/15	06/28	07/07	88	07/18	07/26
		07/16-07/31	07/13	07/22	80	08/01	08/10
August		08/01-08/15	07/27	08/05	88	08/16	08/26
		08/16-08/31	08/11	08/22	96	09/01	09/09
September	09/05*	09/01-09/15	08/29	09/08	88	09/16	09/26
		09/16-09/30	09/13	09/22	88	09/30	10/07
October		10/01-10/15	09/28	10/07	80	10/17	10/26
		10/16-10/31	10/12	10/21	88	11/01	11/10
November	11/11* 11/24-11/25*	11/01-11/15	10/27	11/07	88	11/16	11/23
		11/16-11/30	11/10	11/18	88	12/01	12/09
December	12/26-12/30*	12/01-12/15	11/28	12/07	88	12/16	12/23
		12/16-12/31	12/13	12/19	88	01/02/2012	01/10/2011

If you have Research Foundation Payroll questions: please call (408) 924-1412 or (408) 924-1425

If you have Research Foundation HR questions: please call (408) 924-1460 or (408) 924-1409

***Employees who are required to work on a designated holiday must have their hours initialed by their Supervisor, otherwise the timesheet may be subject to processing/payment delays. Thank you in advance for your cooperation.**