

## 2009 Pay Period Dates for Cal Poly Corporation



HR PW Deadline Dates	Begin Dates	End Dates	Deadlines: TKC: 10AM TC: noon	Pay Date
12/18	12/20	1/2	1/5	1/9
12/30+	1/3	1/16	*1/16/09	1/23
1/15	1/17	1/30	2/2	2/6
1/29	1/31	2/13	*2/13/09	2/20
2/12	2/14	2/27	3/2	3/6
2/26	2/28	3/13	3/16	3/20
3/12	3/14	3/27	*3/27/09	4/3
3/26	3/28	4/10	4/13	4/17
4/9	4/11	4/24	4/27	5/1
4/23	4/25	5/8	5/11	5/15
5/7	5/9	5/22	*5/22/09	5/29
5/21	5/23	6/5	6/8	6/12
6/4	6/6	6/19	6/22	6/26
6/18	6/20	7/3	7/6	7/10
7/2	7/4	7/17	7/20	7/24
7/16	7/18	7/31	8/3	8/7
7/30	8/1	8/14	8/17	8/21
8/13	8/15	8/28	8/31	9/4
8/27	8/29	9/11	9/14	9/18
9/10	9/12	9/25	9/28	10/2
9/24	9/26	10/9	10/12	10/16
10/8	10/10	10/23	10/26	10/30
10/22	10/24	11/6	11/9	11/13
11/5	11/7	11/20	**11/19/09	***11/25/2009
11/19	11/21	12/4	12/7	12/11
12/3	12/5	12/18	**12/17/09	***12/23/2009

- \*NOTE: These T.C. Deadlines are on Friday.
- \*\*NOTE: This T.C. Deadline is Thursday by 5:00pm due to Holidays scheduled on payroll week.
- \*\*\*NOTE: Paychecks will be released at 3:00pm
- +NOTE: These paperwork deadlines are not on Thursday.

TKC =TimeKeeper Central    TC = Timecard  
 HR PW = Human Resources Paperwork

### DEADLINES FOR CAL POLY CORPORATION PAPERWORK

The following deadlines for Human Resources paperwork and Payroll timesheets have been established in order to ensure that payroll is processed in a timely manner.

#### HUMAN RESOURCES DEADLINES

**New hire paperwork** is due in the Cal Poly Corporation Human Resources office, Building 15, **within 3 days of hire.**

**Rate or status changes** are due in Cal Poly Corporation Human Resources by **Thursday at 5pm prior to the effective date of the change.** Pay rate changes can only be made effective the beginning of a pay period. **No retroactive pay increases** will be made for student or intermittent employees (including faculty and staff on additional compensation appointments). See HR PW deadline dates. Any changes submitted after this deadline will take place with the next payroll cycle.

**Multiple accounts or other status changes** are due in Cal Poly Corporation Human Resources by **Thursday at 5pm prior to the effective date of the change.** See HR PW deadline dates.

#### PAYROLL DEADLINES

**Timecards** are due in the Cal Poly Corporation Payroll Department, Building 15, by **12 pm (noon) on the Monday before the pay date**, unless otherwise noted on the payroll schedule. Late timecards will be processed the following payroll cycle.

**All payroll issues for timecards** submitted in accordance with the above deadlines **must be resolved by 10 a.m on the Wednesday of payroll week.** If the payroll issue (i.e. no HR paperwork for an account) cannot be resolved, the timecard will be processed the following pay period. If the issue pertains to the end date, the employee will be paid. Corrections can be made at a later date once the issue has been researched and resolved.