

2008 Payroll Calendar

**All change and new hire paperwork must be submitted to Dio. House
the business day before the timesheet deadline.**

<u>Pay Period</u>	<u>Timesheet Deadline</u> Due by 1PM faxed to 415-673-4863	<u>Pay Day</u> On this date checks will be mailed and direct deposits will transfer
Jan. 1-15	Jan 11	Jan 15
Jan. 16-31	Jan 29	Jan 31
Feb. 1-15	Feb 12	Feb 15
Feb. 16-28	Feb 27	Feb 29
Mar. 1-15	Mar 12	Mar 14
Mar. 16-31	Mar 27	Mar 31
April 1-15	April 11	April 15
April 16-30	April 28	April 30
May 1-15	May 13	May 15
May 16-31	May 28	May 30
June 1-15	June 11	June 13
June 16-30	June 26	June 30
July 1-15	July 11	July 15
July 16-31	July 29	July 31
Aug. 1-15	Aug 13	Aug 15
Aug. 16-31	Aug 27	Aug 29
Sept. 1-15	Sept 11	Sept 15
Sept. 16-31	Sept 26	Sept 30
Oct. 1-15	Oct 13	Oct 15
Oct. 16-31	Oct 29	Oct 31
Nov. 1-15	Nov 12	Nov 14
Nov. 16-31	Nov 24	Nov 26
Dec 1-15	Dec 11	Dec 15
Dec 16-31	Dec 29	Dec 31

To: Diocese of California Churches, Schools, & Institutions
From: Diocesan House, Office of the Bishop
RE: 2008 Holidays to be Observed.

On these dates the Diocesan Offices will be closed.

New Year Day – January 1 (Tuesday)

Martin Luther King, Jr. Day – January 21 (Monday)

President’s Day – February 18 (Monday)

Good Friday- March 21 (Friday)

Memorial Day – May 26 (Monday)

Independence Day – July 4 (Monday)

Labor Day – September 1 (Monday)

Day after Convention (aka Columbus Day observed) – October 20 (Monday)

Thanksgiving Break – November 27 & 28 (Thursday & Friday)

Christmas Eve – December 24 (Wednesday)

Christmas Day –December 25 (Thursday)

2009 New Years Day – January 1 (Thursday)