



SCHOOL OF LAW  
UNIVERSITY OF CALIFORNIA, BERKELEY

## 2009 Timesheet Calendar for Employees Paid on the MO Cycle

Pay Period	Timesheets to Supervisors	Approved Timesheets To Payroll Specialist	Payroll Specialist's 5 pm Deadline to Enter Data in OPTRS	Your Pay Day
July	7/20/09	7/22/09	7/24/09	7/31/09
Aug	8/17/09	8/20/09	8/25/09	9/01/09
Sept	9/18/09	9/21/09	9/24/09	10/01/09
Oct	10/16/09	10/20/09	10/23/09	10/30/09
Nov	11/13/09	11/17/09	11/20/09	12/01/09
Dec	12/12/09	12/15/09	12/17/09	01/01/10

**OPTRS** – Online Pay and Time Reporting System, a subsystem of the Personnel Payroll System used by all UC campuses. If you miss a pay cycle deadline, your timesheet will be processed during the next open cycle. The four monthly cycles are explained on the “Payroll Information for Employees” flyer.

### Paper Paychecks

Paper paychecks are delivered to the Payroll Specialist at about 2 pm on pay days. Paychecks are placed in the U.S. Mail to your home address of record by 3 pm, or hand-delivered to your supervisor by 4 pm, depending on the instructions you have provided to the Payroll Specialist.

### Direct Deposit

This is also referred to as “electronic funds transfer,” or EFT. Use direct deposit for immediate access to your funds on pay day:

1. Go to <https://blu.berkeley.edu> and log in using your CalNet ID.
2. Select Direct Deposit from the Self Service menu in the upper left corner of the page.
3. It takes about 30 days for direct deposit instructions to become active with your bank.