

CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION
PAYROLL SCHEDULE
 January - December, 2014

Month	Pay Period Dates	Holidays	Time Card Due Date	Pay Date	Non-Exempt Hours paid this period **
December	12/16/13 - 12/31/13	12/25/2013 - 1/1/2014, Winter Break	1/2/2014	1/10/2014, Friday	96
January	01/01/14 - 01/15/14		1/15/2014	1/24/2014, Friday	88
	01/16/14 - 01/31/14	1/20/2014 Martin Luther King, Jr. Day	1/31/2014	2/10/2014, Monday	96
February	02/01/14 - 02/15/14		2/14/2014	2/25/2014, Tuesday	80
	02/16/14 - 02/28/14		2/28/2014	3/10/2014, Monday	80
March	03/01/14 - 03/15/14		3/14/2014	3/25/2014, Tuesday	80
	03/16/14 - 03/31/14	3/31/14 Ceasar Chavez Day	4/1/2014	4/10/2014, Thursday	88
April	04/01/14 - 04/15/14		4/16/2014	4/25/2014, Friday	88
	04/16/14 - 04/30/14		5/1/2014	5/9/2014, Friday	88
May	05/01/14 - 05/15/14		5/15/2015	5/23/2014, Friday	88
	05/16/14 - 05/31/14	5/26/2014 Memorial Day	6/2/2014	6/10/2014, Tuesday	88
June	06/01/14 - 06/15/14		6/16/2014	6/25/2014, Wednesday	80
	06/16/14 - 06/30/14		7/1/2014	7/10/2014, Thursday	88
July	07/01/14 - 07/15/14	7/4/2014 Independence Day	7/16/2014	7/25/2014, Friday	88
	07/16/14 - 07/31/14		7/31/2014	8/8/2014, Friday	96
August	08/01/14 - 08/15/14		8/15/2014	8/25/2014, Monday	88
	08/16/14 - 08/31/14		8/29/2014*	9/10/2014, Wednesday	80
September	09/01/14 - 09/15/14	9/1/2014 Labor Day	9/16/2014	9/25/2014, Thursday	88
	09/16/14 - 09/30/14		10/1/2014	10/10/2014, Friday	88
October	10/01/14 - 10/15/14		10/16/2014	10/24/2014, Friday	88
	10/16/14 - 10/31/14		10/31/2014	11/10/2014, Monday	96
November	11/01/14 - 11/15/14	11/11/2014 Veteran's Day	11/17/2014	11/25/2014, Tuesday	80
	11/16/14 - 11/30/14	11/27/14 Thanksgiving Day	12/1/2014	12/10/2014, Wednesday	80
December	12/01/14-12/15/14		12/15/2014*	12/23/2014, Tuesday	88
	12/16/14 - 12/31/14	12/25/2014 - 1/1/2015 Winter Break	1/2/2015	1/9/2015, Friday	96

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* Earlier date than usual due to Foundation and / or Bank holiday.

** Non-exempt hours were calculated based on the assumption that an employee works 8 hours each day during the pay period. Hours will vary depending on his / her work schedule.

ALL BENEFITED EMPLOYEES must use Vacation or OPA for 11/28/14 on their Time Card. The Foundation is closed on 11/28/14, but it is not a paid holiday.

Time cards must be delivered to the Foundation Office by 5 p.m. on the due date. Time Cards submitted after the due date may be processed on the following payroll. Checks are ready for pick-up between 1 p.m. and 4 p.m. on pay day. Checks not picked up or directed to be held by the cashier will be mailed at 4 p.m. on pay day. For additional information call Payroll Staff at 985-8486 or 985-8487.

ID NEEDED TO PICK UP A PAY CHECK:

To pick up a pay check the employee must provide an identification card with a picture (such as a driver's license). Pay checks may be released to an individual other than the employee only if the employee signs a note authorizing a specific individual to pick up their pay check on a particular pay day and a valid ID is presented.

CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION
EXEMPT UNIVERSITY EMPLOYEE
PAYROLL SCHEDULE
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This schedule applies only to salaried University employees who submit the CSULB Exempt Employee Foundation Employment Reporting Form instead of timecards for payment of additional employment through the Foundation.			
Pay Period Dates	Holidays	Time Card Due Date	Pay Date
12/01/13 - 12/31/13	12/25/13 - 1/1/14 Winter Break	12/20/2013*	01/10/14, Friday
01/01/14 - 01/31/14	1/20/14 Marther Luther King, Jr. Day	1/24/2014	2/10/2014, Monday
02/01/14 - 02/28/14		2/24/2014	03/10/2014, Monday
03/01/14 - 03/31/14	3/31/14 Cesar Chavez Day	3/24/2014	04/10/2014, Thursday
04/01/14 - 04/30/14		4/25/2014	05/09/2014, Friday
05/01/14 - 05/31/14	5/26/14 Memorial Day	5/23/2014	6/10/2014, Tuesday
06/01/14 - 06/30/14		6/23/2014	7/10/2014, Thursday
07/01/14 - 07/31/14	7/4/14 - Independence Day	7/25/2014	8/8/2014, Friday
08/01/14 - 08/31/14		8/22/2014*	9/10/2014, Wednesday
09/01/14 - 09/30/14	9/01/14 - Labor Day	9/24/2014	10/10/2014, Friday
10/01/14 - 10/31/14		10/24/2014	11/10/2014, Monday
11/01/14 - 11/30/14	11/11/14 - Veteran's Day 11/27/14 - Thanksgiving Day	11/21/2014*	12/10/2014, Wednesday
12/01/14 - 12/31/14	12/25/2014 - 1/1/2015 Winter Break	12/20/2014*	01/09/2015, Friday

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EXEMPT UNIVERSITY EMPLOYEE
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* Earlier due date because of weekend or holiday.

The monthly CSULB Exempt Employee Foundation Employment Reporting Form must be delivered via the employee's Administrative Services Manager to the Foundation office by 5 p.m. on the monthly report due date. Reports submitted after the due date may be processed on the following payroll. Checks are ready for pick-up between 1 p.m. and 4 p.m. on payday. Checks not picked up or directed to be held by the cashier will e mailed at 4 p.m. on payday. For additional information call Payroll at 985-8487 or 985-8486.

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