

CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION
PAYROLL SCHEDULE
January - December, 2019

| Month | Pay Period Dates | Holidays | Time Card Due Date | Pay Date | Non-Exempt Hours paid this period ** |
|-----------|---------------------|--|--------------------|-----------------|--------------------------------------|
| December | 12/16/18 - 12/31/18 | 12/25/2018 - 1/1/2019, Winter Break | 1/2/2019 | 01/10/2019, Thu | 88 |
| January | 01/01/19 - 01/15/19 | | *1/15/2019 | 01/25/2019, Fri | 88 |
| | 01/16/19 - 01/31/19 | 1/21/2019 Martin Luther King, Jr. Day | 1/31/2019 | 02/08/2019, Fri | 96 |
| February | 02/01/19 - 02/15/19 | | 2/15/2019 | 02/25/2019, Mon | 88 |
| | 02/16/19- 02/28/19 | | 2/28/2019 | 03/08/2019, Fri | 72 |
| March | 03/01/19 - 03/15/19 | | 3/15/2019 | 03/25/2019, Mon | 88 |
| | 03/16/19 - 03/31/19 | 4/1/19 Cesar Chavez Day | 3/29/2019 | 04/10/2019, Wed | 80 |
| April | 04/01/19 - 04/15/19 | | 4/16/2019 | 04/25/2019, Thu | 88 |
| | 04/16/19 - 04/30/19 | | 5/1/2019 | 05/10/2019, Fri | 88 |
| May | 05/01/19 - 05/15/19 | | 5/16/2019 | 05/24/2019, Fri | 88 |
| | 05/16/19 - 05/31/19 | 5/27/2019 Memorial Day | 5/31/2019 | 06/10/2019, Mon | 96 |
| June | 06/01/19 - 06/15/19 | | 6/17/2019 | 06/25/2019, Tue | 80 |
| | 06/16/19 - 06/30/19 | | 7/1/2019 | 07/10/2019, Wed | 80 |
| July | 07/01/19 - 07/15/19 | 7/4/2019 Independence Day | 7/16/2019 | 07/25/2019, Thu | 88 |
| | 07/16/19 - 07/31/19 | | 8/1/2019 | 08/9/2019, Fri | 96 |
| August | 08/01/19 - 08/15/19 | | 8/15/2019 | 08/23/2019, Fri | 88 |
| | 08/16/19 - 08/31/19 | | *8/30/2019 | 09/10/2019, Tue | 88 |
| September | 09/01/19 - 09/15/19 | 9/2/2019 Labor Day | 9/16/2019 | 09/25/2019, Wed | 80 |
| | 09/16/19 - 09/30/19 | | 10/1/2019 | 10/10/2019, Thu | 88 |
| October | 10/01/19 - 10/15/19 | | 10/16/2019 | 10/25/2019, Fri | 88 |
| | 10/16/19 - 10/31/19 | | 10/31/2019 | 11/08/2019, Fri | 96 |
| November | 11/01/19 - 11/15/19 | 11/11/2019 Veteran's Day | 11/15/2019 | 11/25/2019, Mon | 88 |
| | 11/16/19 - 11/30/19 | 11/28/19 Thanksgiving Day | 12/2/2019 | 12/10/2019, Tue | 80 |
| December | 12/01/19-12/15/19 | | *12/13/2019 | 12/23/2019, Mon | 80 |
| | 12/16/19 - 12/31/19 | 12/25/2019 - 1/1/2020 Winter Break | 1/2/2020 | 1/10/2020, Fri | 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 on his / her work schedule.

ALL BENEFITED EMPLOYEES must use Vacation or OPA for 11/29/19 on their Time Card. The Foundation is closed on 11/29/19, but it is a 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 payroll. Checks are ready for pick-up between 9 a.m. and 1 p.m. on pay day. Checks not picked up or directed to be held will be mailed at 1 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 another 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 presented.