

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

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
12/01/18 - 12/31/18	12/25/18 - 1/1/19 Winter Break	12/21/2018*	01/10/19, Thursday
01/01/19 - 01/31/19	1/21/19 Marther Luther King, Jr. Day	1/25/2019	2/8/2019, Friday
02/01/19 - 02/28/19		2/22/2019	03/8/2019, Friday
03/01/19 - 03/31/19	4/1/19 Cesar Chavez Day	3/25/2019	04/10/2019, Wednesday
04/01/19 - 04/30/19		4/24/2019	05/10/2019, Friday
05/01/19 - 05/31/19	5/27/19 Memorial Day	5/27/2019	6/10/2019, Monday
06/01/19 - 06/30/19		6/24/2019	7/10/2019, Wednesday
07/01/19 - 07/31/19	7/4/19 - Independence Day	7/25/2019	8/9/2019, Friday
08/01/19 - 08/31/19		8/26/2019	9/10/2019, Tuesday
09/01/19 - 09/30/19	9/2/19 - Labor Day	9/24/2019	10/10/2019, Thursday
10/01/19 - 10/31/19		10/25/2019	11/08/2019, Friday
11/01/19 - 11/30/19	11/11/19 - Veteran's Day 11/28/19 - Thanksgiving Day	11/21/2019*	12/10/2019, Tuesday
12/01/19 - 12/31/19	12/25/2019 - 1/1/2020 Winter Break	12/19/2019*	01/10/2020, Friday

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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 9 a.m. and 1 p.m. on payday. Checks not picked up or directed to be held will be mailed at 1 p.m. on payday. For additional information call Payroll at 985-8487 or 985-8486.

ID NEEDED TO PICK UP A PAYCHECK:

To pick up a pay check employees 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 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.