

CSULB FOUNDATION *Exempt University Employee
PAYROLL SCHEDULE

2009

December 2008 – December 2009

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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.

Save time; save a trip to the bank; sign up for direct deposit now.
Direct Deposit Authorization Forms may be downloaded at
www.foundation.csulb.edu

Pay periods begin on the first and end on the last day of the month.

EXEMPT UNIVERSITY EMPLOYEE	MONTHLY	
<u>PAY PERIOD</u>	<u>REPORT DUE TO</u>	<u>PAY DATE</u>
	<u>FOUNDATION**</u>	
December 1 - 31, 2008	12/23/08 Tue*	01/07/09 Wed
January 1 - 31, 2009	01/30/09 Fri	02/06/09 Fri
February 1 - 28, 2009	02/27/09 Fri	03/06/09 Fri
March 1 - 31, 2009	03/31/09 Tue	04/07/09 Tue
April 1 - 30, 2009	04/29/09 Wed	05/07/09 Thu
May 1 - 31, 2009	05/29/09 Fri	06/05/09 Fri
June 1 - 30, 2009	06/29/09 Mon	07/07/09 Tue
July 1 - 31, 2009	07/31/09 Fri	08/07/09 Fri
August 1 - 31, 2009	08/28/09 Fri	09/04/09 Fri
September 1 - 30, 2009	09/30/09 Wed	10/07/09 Wed
October 1 - 31, 2009	10/30/09 Fri	11/06/09 Fri
November 1 - 30, 2009	11/24/09 Tue*	12/07/09 Mon
December 1 - 31, 2009	12/22/09 Tue*	01/07/10 Thu

* **Earlier due date because of weekend or holiday.**

** **Your Administrative Services Manager may require an earlier submission date.**

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 10 a.m. and 2 p.m. on payday. Checks not picked up will be mailed at 2 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 paycheck the employee must provide an identification card with a picture (such as a driver's license). Paychecks 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 paycheck on a particular payday. The employee must also provide that individual with their ID card for signature comparison.