

CSULB FOUNDATION * Exempt University Employee PAYROLL SCHEDULE

2010

December 2009 – December 2010

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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
<http://www.foundation.csulb.edu/>**

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

EXEMPT UNIVERSITY EMPLOYEE PAY PERIOD	MONTHLY REPORT DUE TO FOUNDATION**	PAY DATE
December 1 - 31, 2009	12/22/09 Tue*	01/07/10 Thu
January 1 - 31, 2010	01/29/10 Fri	02/05/10 Fri
February 1 - 28, 2010	02/26/10 Fri	03/05/10 Fri
March 1 - 31, 2010	03/30/10 Tue*	04/07/10 Wed
April 1 - 30, 2010	04/30/10 Fri	05/07/10 Fri
May 1 - 31, 2010	05/28/10 Fri	06/07/10 Mon
June 1 - 30, 2010	06/29/10 Tue*	07/07/10 Wed
July 1 - 31, 2010	07/30/10 Fri	08/06/10 Fri
August 1 - 31, 2010	08/31/10 Tue	09/07/10 Tue
September 1 - 30, 2010	09/30/10 Thu	10/07/10 Thu
October 1 - 31, 2010	10/29/10 Fri	11/05/10 Fri
November 1 - 30, 2010	11/30/10 Tue	12/07/10 Tue
December 1 - 31, 2010	12/22/10 Wed*	01/07/11 Fri

* **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 or directed to be held by the cashier 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 authoring a specific individual to pick up their paycheck on a particular payday and a valid ID is presented.