

# CSULB FOUNDATION \$\$ PAYROLL SCHEDULE

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](http://www.foundation.csulb.edu).

**2009**

**January – June  
 Biweekly**

**2009**

Pay periods begin on Saturday and end on Friday.  
 Timecard due dates and pay dates are Friday except where noted.

<u>PAY PERIOD DATES</u>	<u>TIME CARD DUE DATES</u>	<u>PAY DATE</u>
12/13/08 – 12/26/08	<b>12/23/08 Tue*</b>	01/02/09
12/27/08 – 01/09/09	01/09/09	01/16/09
01/10/09 – 01/23/09	01/23/09	01/30/09
01/24/09 – 02/06/09	02/06/09	02/13/09
02/07/09 – 02/20/09	02/20/09	02/27/09
02/21/09 – 03/06/09	03/06/09	03/13/09
03/07/09 – 03/20/09	03/20/09	03/27/09
03/21/09 – 04/03/09	<b>04/02/09 Thu*</b>	04/10/09
04/04/09 – 04/17/09	04/17/09	04/24/09
04/18/09 – 05/01/09	05/01/09	05/08/09
05/02/09 – 05/15/09	05/15/09	05/22/09
05/16/09 – 05/29/09	05/29/09	<b>06/05/09**</b>
05/30/09 – 06/12/09	06/12/09	06/19/09

\* Earlier date than usual due to holiday. Estimate hours through the end of the pay period. Please note on the subsequent timecard any differences between the estimated hours and actual hours worked.

\*\* Since May has three pay period end dates, no semi-monthly deductions will be taken from employees wages for the third period. Semi-monthly deductions include medical, dental, and vision premiums, parking and withholding orders based upon a monthly dollar amount.

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 payday. Checks not picked up will be mailed at 4:00 p.m. on payday. For additional information call Payroll Staff 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.

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**2009**

**July - December  
Biweekly**

**2009**

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Timecard due dates and pay dates are Friday except where noted.

<u>PAY PERIOD DATES</u>	<u>TIME CARD DUE DATES</u>	<u>PAY DATE</u>
06/13/09 – 06/26/09	<b>06/25/09 Thurs*</b>	<b>07/02/09*</b>
06/27/09 – 07/10/09	07/10/09	07/17/09
07/11/09 – 07/24/09	07/24/09	07/31/09
07/25/09 – 08/07/09	08/07/09	08/14/09
08/08/09 – 08/21/09	08/21/09	08/28/09
08/22/09 – 09/04/09	<b>09/03/09 Thurs*</b>	09/11/09
09/05/09 – 09/18/09	09/18/09	09/25/09
09/19/09 – 10/02/09	10/02/09	10/09/09
10/03/09 – 10/16/09	10/16/09	10/23/09
10/17/09 – 10/30/09	10/30/09	<b>11/06/09**</b>
10/31/09 – 11/13/09	11/13/09	11/20/09
11/14/09 – 11/27/09	<b>11/24/09 Tue*</b>	12/04/09
11/28/09 – 12/11/09	12/11/09	12/18/09
12/12/09 – 12/25/09	<b>12/17/09 Thu*</b>	<b>12/24/09*</b>

\* Earlier date than usual due to holiday. Estimate hours through the end of the pay period. Please note on the subsequent timecard any differences between the estimated hours and actual hours worked.

\*\* Since October has three pay period ending dates, no semi-monthly deductions will be taken from employee wages for the third pay period. Semi-monthly deductions include medical, dental, and vision premium, parking and withholding orders based upon a monthly dollar amount.

**ALL BENEFITED EMPLOYEES** must specify Vacation or OPA to charge for **11/27/09**, on their Time Card or Salaried Effort and Absence Report. The Foundation is closed on 11/27/09, but it is not a paid Holiday.

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