CALIFORNIA STATE UNIVERSITY LONG BEACH | Research Foundation Payroll Schedule 2023-2024

Pay Period Dates	Holidays	Timecard Due Date	Pay Date	Non-Exempt Hours Paid
12/16/22 - 12/31/22	12/26/22 - 01/2/23 Winter Break	01/03/2023	01/10/2023, Tue	88
01/01/23 - 01/15/23		01/13/2023	01/25/2023, Wed	80
01/16/23 - 01/31/23	01/16/23 Martin Luther King, Jr. Day	02/01/2023	02/10/2023, Fri	96
02/01/23 - 02/15/23		02/16/2023	02/24/2023, Fri	88
02/16/23- 02/28/23		03/01/2023	03/10/2023, Fri	72
03/01/23 - 03/15/23		03/15/2023	03/24/2023, Fri	88
03/16/22 - 03/31/23	03/31/23 Cesar Chavez Day	03/30/2023	04/10/2023, Mon	96
04/01/23 - 04/15/23		04/17/2023	04/25/2023, Tue	80
04/16/23 - 04/30/23		05/01/2023	05/10/2023, Wed	80
05/01/23 - 05/15/23		05/16/2023	05/25/2023, Thu	88
05/16/23 - 05/31/23	05/29/23 Memorial Day	05/31/2023	06/9/2023, Fri	96
06/01/23 - 06/15/23		06/14/2023	06/23/2023, Fri	88
06/16/23 - 06/30/23	06/19/23 Juneteenth	06/29/2023	07/10/2023, Mon	88
07/01/23 - 07/15/23	07/04/23 Independence Day	07/17/2023	07/25/2023, Tue	80
07/16/23 - 07/31/23		08/01/2023	08/10/2023, Thu	88
08/01/23 - 08/15/23		08/16/2023	08/25/2023, Fri	88
08/16/23 - 08/31/23		08/31/2023	09/8/2023, Fri	88

Pay Period Dates	Holidays	Timecard Due Date	Pay Date	Non-Exempt Hours Paid
09/01/23 - 09/15/23	09/04/23 Labor Day	09/15/2023	09/25/2023, Mon	88
09/16/23 - 09/30/23		09/29/2023	10/10/2023, Tue	80
10/01/23- 10/15/23		10/16/2023	10/25/2023, Wed	80
10/16/23 - 10/31/23		10/31/2023	11/09/2023, Thu	96
11/01/23 - 11/15/23	11/10/23 Veteran's Day	11/14/2023	11/22/2023, Wed	88
11/16/23 - 11/30/23	11/23/23 Thanksgiving Day	11/30/2023	12/08/2023, Fri	88
12/01/23-12/15/23		12/14/2023	12/21/2023, Thu	88
12/16/23 - 12/31/23	12/25/23 - 01/01/24 Winter Break	01/02/2024	01/10/2024, Wed	80

*   Earlier date than usual due to Research 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 depending on his / her work schedule.

ALL BENEFITED EMPLOYEES must use Vacation or OPA for 11/24/23 on their Time Card. The Research Foundation is closed on 11/24/23, but it is not a paid holiday.

Timecards must be delivered to the Research Foundation Office by 5 p.m. on the due date. Timecards 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 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 PAYCHECK

To pick up a paycheck the employee 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 only if the employee signs a note authorizing a specific individual to pick up their paycheck on a particular pay day and a valid ID is presented.