CALIFORNIA STATE UNIVERSITY
LONG BEACH
RESEARCH FOUNDATION

2025 Payroll Calendar

https://www.csulb.edu/research-foundation

Note: Staff paid semi-monthly (Period 1 = 1st-15th each month / Period 2 = 16th-last day of the month). Faculty paid monthly.

January

S	M	T	W	T	F	S
			● 1	▲ 2	3	4
5	6	7	8	9	■♥ 10	11
12	13	14	15	16	17	18
19	● 20	21	22	23	▼♥ 24	25
26	27	28	29	30	▲ 31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	■♥ 10	11	12	13	14	15
16	▲ 17	18	19	20	▼ 21	22
23	24	♥ 25	26	27	▲ 28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	■♥ 10	11	12	13	14	15
16	▲ 17	18	19	20	▼ 21	22
23	24	♥ 25	26	27	28	29
30	● 31					

April

S	M	T	W	T	F	S
		▲ 1	2	3	4	5
6	7	8	9	■♥ 10	11	12
13	14	15	▲ 16	17	18	19
20	21	22	23	24	▼♥ 25	26
27	28	29	▲ 30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	■♥ 9	10
11	12	13	14	▲ 15	16	17
18	19	20	21	22	▼♥ 23	24
25	● 26	27	28	29	▲ 30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	■♥ 10	11	12	▲ 13	14
15	16	17	18	● 19	▼ 20	21
22	23	24	♥ 25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		▲ 1	2	3	● 4	5
6	7	8	9	■♥ 10	11	12
13	14	15	▲ 16	17	18	19
20	21	22	23	24	▼♥ 25	26
27	28	29	30	▲ 31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	■♥ 8	9
10	11	12	13	14	▲ 15	16
17	18	19	20	21	▼ 22	23
24	♥ 25	26	27	28	▲ 29	30
31						

September

S	M	T	W	T	F	S
	● 1	2	3	4	5	6
7	8	9	■♥ 10	11	12	13
14	15	▲ 16	17	18	▼ 19	20
21	22	23	24	♥ 25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			▲ 1	2	3	4
5	6	7	8	9	■♥ 10	11
12	13	14	15	▲ 16	17	18
19	20	21	22	23	▼♥ 24	25
26	27	28	29	30	▲ 31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	■♥ 10	● 11	12	13	▲ 14	15
16	17	18	19	20	▼ 21	22
23	24	♥ 25	26	● 27	● 28	29
30						

December

S	M	T	W	T	F	S
	▲ 1	2	3	4	5	6
7	8	9	■♥ 10	11	12	13
14	▲ 15	16	17	18	▼ 19	20
21	22	♥ 23	24	● 25	● 26	27
28	● 29	● 30	● 31			

Legend:

♥ Staff Pay Day ■ Faculty Pay Day ▲ Time Card Due Date ▼ Reporting Form Due Date ● Holiday/Office Closure

Holiday Observances:

New Year's Day……Wed. January 1, 2025
Martin Luther King Jr. Day……..Mon. January 20, 2025
Chavez Day……....Mon. March 31, 2025 (Observed)
Memorial Day……...Mon. May 26, 2025
Juneteenth……..Thur. June 19, 2025
Independence Day……Fri. July 4, 2025
Labor Day……..……..Mon. September 1, 2025
Veterans Day……Tues. November 11, 2025
Thanksgiving Day……...Thur. November 27, 2025
Friday following Thanksgiving Day……See Notes
Winter Break….Thur. Dec. 25, 2025 to Thur. January 1, 2026

Notes:

- The Friday following Thanksgiving is an unpaid campus closure day. Employees must use their accrued vacation or OPA time for this day or, if none is available, the day must be taken without pay. Please contact the Research Foundation HR Department if you have any questions.
- Timecards must be submitted to the Research Foundation office by 5 PM on the due date. Checks are ready for pick-up between 9 AM – 1 PM on pay day. For additional information, call Payroll staff at 562-985-8486 or 562-985-8487.
- **ID REQUIRED 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 pay day and a valid ID is presented.