



Note: Staff paid semi-monthly (Period 1 = 1<sup>st</sup>-15<sup>th</sup> each month / Period 2 = 16<sup>th</sup>-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.