

Research Foundation Payroll Schedule 2025-2026

Employment paperwork must be submitted to HR and individual cleared prior to starting work. Submit HR documents to FND-HR@csulb.edu and Payroll documents to FND-Payroll@csulb.edu for processing.

Pay Period Dates	Holidays	Timecard Due Date	Pay Date	Hours Paid
12-16-24 - 12-31-24	12-25-24 - 1-1-25 Winter Break	2025-01-02	1-10-2025, Fri	80
01-01-25 - 01-15-25		2025-01-15	1-24-2025, Fri	88
01-16-25 - 01-31-25	1-20-25 Martin Luther King, Jr. Day	2025-01-31	2-10-2025, Mon	96
02-01-25 - 02-15-25		2025-02-17	2-25-2025, Tue	80
02-16-25 - 02-28-25		2025-02-28	3-10-2025, Mon	80
03-01-25 - 03-15-25		2025-03-17	3-25-2025, Tue	80
03-16-25 - 03-31-25	3-31-2025 Cesar Chavez Day	2025-04-01	4-10-2025, Thu	88
04-01-25 - 04-15-25		2025-04-16	4-25-2025, Fri	88
04-16-25 - 04-30-25		2025-04-30	5-9-2025, Fri	88
05-01-25 - 05-15-25		2025-05-15	5-23-2025, Fri	88
05-16-25 - 05-31-25	5-26-25 Memorial Day	2025-05-30	6-10-2025, Tue	88
06-01-25 - 06-15-25		2025-06-13	6-25-2025, Wed	80
06-16-25 - 06-30-25	6-19-25 Juneteenth	2025-07-01	7-10-2025, Thu	88
07-01-25 - 07-15-25	7-4-25 Independence Day	2025-07-16	7-25-2025, Fri	88
07-16-25 - 07-31-25		2025-07-31	8-8-2025, Fri	96
08-01-25 - 08-15-25		2025-08-15	8-25-2025, Mon	88
08-16-25 - 08-31-25		2025-08-29	9-10-2025, Wed	80

09-01-25 - 09-15-25	9-1-25 Labor Day	2025-09-16	9-25-2025, Thu	88
09-16-25 - 09-30-25		2025-10-01	10-10-2025, Fri	88
10-01-25 - 10-15-25		2025-10-15	10-24-2025, Fri	88
10-16-25 - 10-31-25		2025-10-31	11-10-2025, Mon	96
11-01-25 - 11-15-25	11-11-25 Veteran's Day	2025-11-14	11-25-2025, Tue	80
11-16-25 - 11-30-25	11-27-25 Thanksgiving Day	2025-12-01	12-10-2025, Wed	80
12-01-25-12-15-25		2025-12-15	12-23-2025, Tue	88
12-16-25 - 12-31-25	12-25-25 - 1-1-26 Winter Break	2026-01-02	1-9-2026, Fri	96

ALL BENEFITED EMPLOYEES must use Vacation or OPA for the Friday after Thanksgiving on their Time Card. The Research Foundation is closed this day, but it is not a recognized, paid holiday.

Time cards must be delivered to the Research Foundation Office by 5 p.m. on the timecard due date. Time Cards 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, please contact the Payroll Staff at 562-985-8486 or 562-985-8487.

ID NEEDED TO PICK UP A PAY CHECK:

To pick up a pay check 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 pay check on a particular pay day and a valid ID is presented.