



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
12-16-2025 - 12-31-2025	12-25-2025 - 01-01-2026 Winter Break	01-02-2026	01-09-2026, Fri	96
01-01-2026 - 01-15-2026		01-14-2026	01-23-2026, Fri	88
01-16-2026 - 01-31-2026	01-19-2026 Martin Luther King, Jr. Day (Monday)	01-30-2026	02-10-2026, Tue	88
02-01-2026 - 02-15-2026		02-13-2026	02-25-2026, Wed	80
02-16-2026 - 02-28-2026		02-27-2026	03-10-2026, Tue	80
03-01-2026 - 03-15-2026		03-16-2026	03-25-2026, Wed	80
03-16-2026 - 03-31-2026	03-31-2026 Cesar Chavez Day (Tuesday)	03-30-2026	04-10-2026, Fri	96
04-01-2026 - 04-15-2026		04-15-2026	04-24-2026, Fri	88
04-16-2026 - 04-30-2026		04-30-2026	05-08-2026, Fri	88
05-01-2026 - 05-15-2026		05-15-2026	05-22-2026, Fri	88
05-16-2026 - 05-31-2026	05-26-2026 Memorial Day	05-29-2026	06-10-2026, Wed	80
06-01-2026 - 06-15-2026		06-15-2026	06-25-2026, Thu	88
06-16-2026 - 06-30-2026	06-19-2026 Juneteenth	06-30-2026	07-10-2026, Fri	88
07-01-2026 - 07-15-2026	07-04-2026 Independence Day	07-15-2026	07-24-2026, Thu	88
07-16-2026 - 07-31-2026		07-31-2026	08-10-2026, Mon	96

08-01-2026 - 08-15-2026		08-14-2026	08-25-2026, Mon	80
08-16-2026 - 08-31-2026		08-31-2026	09-10-2026, Thu	88
09-01-2026 - 09-15-2026	09-07-2026 Labor Day	09-15-2026	09-25-2026, Fri	88
09-16-2026 - 09-30-2026		09-30-2026	10-09-2026, Fri	88
10-01-2026 - 10-15-2026		10-15-2026	10-23-2026, Fri	88
10-16-2026 - 10-31-2026		10-30-2026	11-10-2026, Tue	88
11-01-2026 - 11-15-2026	11-11-2026 Veteran's Day	11-16-2026	11-25-2026, Wed	80
11-16-2026 - 11-30-2026	11-26-2026 Thanksgiving Day, 11-27-26 Day After (unpaid)**	11-30-2026	12-10-2026, Wed	88
12-01-2026 - 12-15-2026		12-15-2026	12-23-2026, Tue	88
12-16-2026 - 12-31-2026	12-25-2026 - 01-01-2027 Winter Break	01-04-2027	01-08-2027, 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.

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

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 payday and a valid ID is presented.