CALIFORNIA STATE UNIVERSITY, LONG BEACH RESEARCH FOUNDATION
PAYROLL SCHEDULE
January - December, 2022

Month	Pay Period Dates	Holidays	Time Card Due Date	Pay Date	Non-Exempt Hours paid this period **
December	12/16/21 - 12/31/21	12/24/21 - 12/31/21 Winter Break	01/03/2022	01/10/2022, Mon	96
January	01/01/22 - 01/15/22		01/18/2022	01/25/2021, Tue	80
	01/16/22 - 01/31/22	1/17/22 Martin Luther King, Jr. Day	02/01/2022	02/10/2022, Thu	88
February	02/01/22 - 02/15/22		02/16/2022	02/25/2022, Fri	88
	02/16/22- 02/28/22		03/01/2022	03/10/2022, Thu	72
March	03/01/22 - 03/15/22		03/16/2022	03/25/2022, Fri	88
	03/16/22 - 03/31/22	3/31/22 Cesar Chavez Day	03/30/2022	04/8/2022, Fri	96
April	04/01/22 - 04/15/22		04/15/2022	04/25/2022, Mon	88
	04/16/22 - 04/30/22		05/02/2022	05/10/2022, Tue	80
May	05/01/22 - 05/15/22		05/16/2022	05/25/2022, Wed	80
	05/16/22 - 05/31/22	5/30/22 Memorial Day	06/01/2022	06/10/2022, Fri	96
June	06/01/22 - 06/15/22		06/16/2022	06/24/2022, Fri	88
	06/16/22 - 06/30/22		06/30/2022	07/8/2022, Fri	88
July	07/01/22 - 07/15/22	7/4/22 Independence Day	07/15/2022	07/25/2022, Mon	88
	07/16/22 - 07/31/22		08/01/2022	08/10/2022, Wed	80
August	08/01/22 - 08/15/22		08/16/2022	08/25/2022, Thu	88
	08/16/22 - 08/31/22		08/31/2022	09/9/2022, Fri	96
September	09/01/22 - 09/15/22	9/5/22 Labor Day	09/15/2022	09/23/2022, Fri	88
	09/16/22 - 09/30/22		09/30/2022	10/10/2022, Mon	88
October	10/01/22- 10/15/22		10/17/2022	10/25/2022, Tue	80
	10/16/22 - 10/31/22		11/01/2022	11/10/2022, Thu	88
November	11/01/22 - 11/15/22	11/11/22 Veteran's Day	11/15/2022	11/23/2022, Wed	88
	11/16/22 - 11/30/22	11/24/22 Thanksgiving Day	11/30/2022	12/9/2022, Fri	88
December	12/01/22-12/15/22		12/15/2022	12/22/2022, Thu	88
	12/16/22 - 12/31/22	12/26/22 - 1/2/23 **Winter Break**	01/03/2023	1/10/2023, Tue	88

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*   Earlier date that usual due to 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 ⟨
his / her work schedule.

ALL BENEFITED EMPLOYEES must use Vacation or OPA for 11/25/22 on their Time Card. The Foundation is closed on 11/25/22, but it is ⟨
holiday.

Time cards must be delivered to the Foundation Office by 5 p.m. on the due date. Time Cards submitted after the due date may be processed on th⟨
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 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 a
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
presented.