

Research Foundation Payroll Schedule 2024-2025

Pay Period Dates	Holidays	Timecard Due Date	Pay Date	Non-Exempt Hours Paid
12/16/23 - 12/31/23	12/25/23 - 1/1/24 Winter Break	1/2/2024	1/10/2024, Wed	80
01/01/24 - 01/15/24	1/15/24 Martin Luther King, Jr. Day	1/16/2024	1/25/2024, Thu	88
01/16/24 - 01/31/24		2/1/2024	2/9/2024, Fri	96
02/01/24 - 02/15/24		2/16/2024	2/23/2024, Fri	88
02/16/24 - 02/29/24		3/1/2024	3/8/2024, Fri	80
03/01/24 - 03/15/24		3/15/2024	3/25/2024, Mon	88
03/16/24 - 03/31/24		3/29/2024	4/10/2024, Wed	80
04/01/24 - 04/15/24	4/1/2024 Cesar Chavez Day	4/16/2024	4/25/2024, Thu	88
04/16/24 - 04/30/24		5/1/2024	5/10/2024, Fri	88
05/01/24 - 05/15/24		5/16/2024	5/24/2024, Fri	88
05/16/24 - 05/31/24	5/27/24 Memorial Day	5/31/2024	6/10/2024, Mon	96
06/01/24 - 06/15/24		6/14/2024	6/25/2024, Tue	80
06/16/24 - 06/30/24	6/19/24 Juneteenth	6/28/2024	7/10/2024, Wed	80
07/01/24 - 07/15/24	7/4/24 Independence Day	7/16/2024	7/25/2024, Thu	88
07/16/24 - 07/31/24		7/31/2024	8/9/2024, Fri	96
08/01/24 - 08/15/24		8/15/2024	8/23/2024, Fri	88
08/16/24 - 08/31/24		8/30/2024	9/10/2024, Tue	88
09/01/24 - 09/15/24	9/2/24 Labor Day	9/16/2024	9/25/2024, Wed	80
09/16/24 - 09/30/24		10/1/2024	10/10/2024, Thu	88

10/01/24- 10/15/24		10/16/2024	10/25/2024, Fri	88
10/16/24 - 10/31/24		10/31/2024	11/8/2024, Fri	96
11/01/24 - 11/15/24	11/11/24 Veteran's Day	11/14/2024	11/25/2024, Mon	88
11/16/24 - 11/30/24	11/28/24 Thanksgiving Day	12/2/2024	12/10/2024, Tue	80
12/01/24-12/15/24		12/13/2024	12/23/2024, Mon	80
12/16/24 - 12/31/24	12/25/24 - 1/1/25 Winter Break	1/2/2025	1/10/2025, Fri	96

* Earlier date than usual due to Research 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 depending on his / her work schedule.

ALL BENEFITED EMPLOYEES must use Vacation or OPA for 11/29/24 on their Time Card. The Research Foundation is closed on 11/29/24, but it is not a paid holiday.

Timecards must be delivered to the Research Foundation Office by 5 p.m. on the 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 call Payroll Staff at 985-8486 or 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 pay day and a valid ID is presented.