

San Jose State University Research Foundation

2024 HR/Payroll Calendar

PLEASE NOTE: New hires must complete new hire forms and E-Verify within 3 days of their hire date. Forms for new hires, assignment changes, and reappointments/extensions **must be** received and approved by HR **prior** to any changes can become effective. No work should begin before submitting appropriate forms to HR.

The timesheet for each pay period must be submitted according to deadline stated below. Late timesheet submission will delay paycheck.

MONTH	HOLIDAYS	PERIOD COVERED	HR DOCUMENTATION DUE BY 5:00PM	MAXIMUM NON-EXEMPT HOURS	TIMESHEETS DUE BY 10:00 AM	PAYDATE
January	01/01 01/15	01/01-01/15	12/16	88	01/16	01/26
		01/16-01/31	1/09	96	02/01	02/09
February		02/01-02/15	1/24	88	02/16	02/26
		02/16-02/29	2/09	80	03/01	03/08
March		03/01-03/15	2/22	88	03/18	03/26
		03/16-03/31	3/08	80	04/02	04/10
April	04/01	04/01-04/15	3/22	88	04/16	04/26
		04/16-04/30	4/09	88	05/01	05/10
May	05/27	05/01-05/15	4/24	88	05/16	05/24
		05/16-05/31	5/09	96	06/03	06/10
June	06/19	06/01-06/15	5/24	80	06/17	06/26
		06/16-06/30	6/10	80	07/01	07/10
July	07/04	07/01-07/15	6/24	88	07/16	07/26
		07/16-07/31	7/09	96	08/01	08/09
August		08/01-08/15	7/25	88	08/16	08/26
		08/16-08/31	8/08	88	09/03	09/10
September	09/02	09/01-09/15	8/22	80	09/16	09/26
		09/16-09/30	9/09	88	10/01	10/10
October		10/01-10/15	9/24	88	10/16	10/25
		10/16-10/31	10/08	96	11/01	11/08
November	11/11 11/28-11/29	11/01-11/15	10/25	88	11/18	11/26
		11/16-11/30	11/08	80	12/02	12/10
December	12/25-12/30	12/01-12/15	11/22	80	12/16	12/24
		12/16-12/31	12/09	96	01/02	01/10/25

For Payroll questions, please call (408) 924-1412 or (408) 924-1425.

For HR questions, please call (408) 924-1449 or (408) 924-1460.

PLEASE NOTE: Central Office will be closed on Friday, December 31, 2024. This is not a paid holiday. Benefited employees who are not scheduled to work must use vacation hours if they wish to be paid for December 31, 2024 .