**San Jose State University Research Foundation**

**2017 HR/Payroll Calendar & Timelines**

**PLEASE NOTE:** New hires and reappointments/extension**s** must be received and approved by HR prior to an employment start, appointment change period, or account number expiration date. No work should begin before submitting appropriate forms to HR. **The online timecard system will be available for timecard entry 24 hours before and remain open for 24 hours after the due date stated below.** Late time cards will delay your paychecks.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>HOLIDAYS*</th>
<th>PERIOD COVERED</th>
<th>NEW HIRE PAPERWORK (New Hire must be E-Verified within 3 days of start date)</th>
<th>APPOINTMENT FORMS &amp; CHANGES DUE TO HR BY 5:00 PM</th>
<th>MAXIMUM NON-EXEMPT HOURS</th>
<th>TIMESHEETS DUE DATE</th>
<th>PAYDATE Checks Available After 1:00 PM</th>
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<tbody>
<tr>
<td>January</td>
<td>01/02 01/16</td>
<td>01/01-01/15 01/16-01/31</td>
<td>12/20 01/12</td>
<td>1/10 01/23</td>
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<td>01/17 02/01</td>
<td>01/26 02/10</td>
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<td>February</td>
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<td>02/01-02/15 02/16-02/28</td>
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<td>02/09 02/23</td>
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<td>02/15 03/01</td>
<td>02/24 03/10</td>
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<td>03/09 03/27</td>
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<td>03/15 03/30</td>
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<td>April</td>
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<td>December</td>
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<td>12/21 01/10/18</td>
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For Research Foundation Payroll questions: please call (408) 924-1412 or (408) 924-1425.

For Research Foundation HR questions: please call (408) 924-1308 or (408) 924-1460.

*Employees who are **required to work** on a designated holiday must have their hours initialed by their supervisor otherwise the timecard may be subject to processing/payment delays.*