

San Jose State University Research Foundation

2019 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 A M	PAYDATE
January	01/01 01/21	01/01-01/15	12/18	88	01/16	01/25
		01/16-01/31	1/14	96	02/01	02/08
February		02/01-02/15	1/29	88	02/18	02/26
		02/16-02/28	2/13	72	03/01	03/08
March		03/01-03/15	2/26	88	03/18	03/26
		03/16-03/31	3/13	80	04/02	04/10
April	04/01	04/01-04/15	3/27	88	04/16	04/26
		04/16-04/30	4/11	88	05/01	05/10
May	05/27	05/01-05/15	4/26	88	05/16	05/24
		05/16-05/31	5/13	96	06/03	06/10
June		06/01-06/15	5/29	80	06/17	06/26
		06/16-06/30	6/12	80	07/01	07/10
July	07/04	07/01-07/15	6/26	88	07/16	07/26
		07/16-07/31	7/11	96	08/01	08/09
August		08/01-08/15	7/29	88	08/16	08/26
		08/16-08/31	8/13	88	09/03	09/10
September	09/02	09/01-09/15	8/28	80	09/16	09/26
		09/16-09/30	9/11	88	10/01	10/10
October		10/01-10/15	9/26	88	10/16	10/25
		10/16-10/31	10/11	96	11/01	11/08
November	11/11 11/28-11/29	11/01-11/15	10/29	88	11/18	11/26
		11/16-11/30	11/13	80	12/02	12/10
December	12/25-12/30	12/01-12/15	11/25	80	12/16	12/24
		12/16-12/31	12/11	96	01/02	01/10/20

For Payroll questions, please call (408) 924-1425 or (408) 924-1455.

For HR questions, please call (408) 924-1460 or (408) 924-1308.

PLEASE NOTE: Central Office will be closed on Monday, December 31, 2019. This date 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, 2019.

San Jose State University Research Foundation

DATE: December 4, 2018
TO: SJSU Research Foundation Employees
FROM: Guadalupe Lechuga, Director, Human Resources
SUBJECT: **2019 HOLIDAY SCHEDULE**

This is the official holiday calendar for the San José State University Research Foundation for 2019. Please refer to the Employee Handbook for holiday pay eligibility requirements.

<u>DATE</u>	<u>DAY</u>	<u>HOLIDAY</u>
January 1	Tuesday	2019 New Year's Day
January 21	Monday	Martin Luther King, Jr. Day
April 1	Monday	Cesar Chavez Day Observed
May 27	Monday	Memorial Day
July 4	Thursday	Independence Day
September 2	Monday	Labor Day
November 11	Monday	Veterans Day
November 28	Thursday	Thanksgiving Day
November 29	Friday	Foundation Holiday
December 25	Wednesday	Christmas Day
December 26	Thursday	Foundation Holiday
December 27	Friday	Foundation Holiday
December 30	Monday	Foundation Holiday
December 31	Tuesday	Central Office Closure*
January 1	Wednesday	2020 New Year's Day

*The Central Office is located at 210 North 4th Street. Central Office services will be closed for business during designated closure days. Designated 'Central Office Closure' days are **not** paid holidays. A benefited employee who does not work and wishes to receive pay for a 'Central Office Closure' day must use vacation hours.