

2018 CSUDH FOUNDATION PAYROLL SCHEDULE

Timesheet Due Dates (To Foundation)	Pay Dates
01/05/18	01/12/18
01/23/18	01/31/18
02/08/18	02/15/18
02/21/18	02/28/18
03/08/18	03/15/18
03/23/18	03/29/18
04/06/18	04/13/18
04/20/18	04/30/18
05/08/18	05/15/18
05/22/18	05/31/18
06/08/18	06/15/18
06/22/18	06/29/18
07/06/18	07/13/18
07/20/18	07/31/18
08/08/18	08/15/18
08/22/18	08/31/18
09/07/18	09/14/18
09/21/18	09/28/18
10/08/18	10/15/18
10/23/18	10/31/18
11/07/18	11/15/18
11/21/18	11/30/18
12/07/18	12/14/18
12/14/18	12/21/18

Timesheets are due in the Foundation Office by 10:00 am SCC 202

Payroll is ready after 3:00 pm SCC 202

Late timesheets will be processed and paid the following pay period.

CONTACT FOR PAYROLL QUESTIONS:
Darcy Estrada, Payroll Administrator
310 243 3028
destrada@csudh.edu

CONTACT FOR HR QUESTIONS:
foundationhr@csudh.edu
310 243 1070

CONTACT FOR NEW HIRES:
Martha Rafael Sepulveda, HR Coordinator
310 243 1070
mrafaelsepulveda@csudh.edu

PAY PERIODS FOR HOURLY PERSONNEL:

15th PAY PERIOD--Paid for hours worked from 23rd of previous month through 8th of current month.
END OF MONTH PAY PERIOD--Paid for hours worked from 9th through 22nd of current month.

PAY PERIODS FOR SALARIED PERSONNEL:

15th PAY PERIOD--Paid for hours worked from 1st through 15th of current month.
END OF MONTH PAY PERIOD--Paid for hours worked from 16th through end of current month.

SUPERVISORS AND HIRING MANAGERS:

*Hiring managers should contact Martha Rafael Sepulveda Foundation HR Assistant before sending a new hire for Orientation.