

San José State University Research Foundation

2026 HR/Payroll Calendar

All new hires, assignment changes, and reappointments must be submitted to Human Resources and receive approval before any work is performed. New hires must complete all onboarding requirements, including E-Verify, within three days of their hire date.

The timesheet for each pay period must be submitted according to the deadline stated below. Late timesheet submission will delay the 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 01/19 | 01/01-01/15 | 12/22 | 88 | 01/16 | 01/26 |
| | | 01/16-01/31 | 1/13 | 88 | 02/02 | 02/10 |
| February | | 02/01-02/15 | 1/28 | 80 | 02/16 | 02/26 |
| | | 02/16-02/28 | 2/11 | 80 | 03/02 | 03/10 |
| March | 03/31 | 03/01-03/15 | 2/25 | 80 | 03/16 | 03/26 |
| | | 03/16-03/31 | 3/11 | 96 | 04/01 | 04/10 |
| April | | 04/01-04/15 | 3/27 | 88 | 04/16 | 04/24 |
| | | 04/16-04/30 | 4/13 | 88 | 05/01 | 05/08 |
| May | 05/25 | 05/01-05/15 | 4/28 | 88 | 05/18 | 05/26 |
| | | 05/16-05/31 | 5/13 | 80 | 06/01 | 06/10 |
| June | 06/19 | 06/01-06/15 | 5/27 | 88 | 06/16 | 06/26 |
| | | 06/16-06/30 | 6/11 | 88 | 07/01 | 07/10 |
| July | 07/03 | 07/01-07/15 | 6/26 | 88 | 07/16 | 07/24 |
| | | 07/16-07/31 | 7/28 | 96 | 08/03 | 08/10 |
| August | | 08/01-08/15 | 7/29 | 80 | 08/17 | 08/26 |
| | | 08/16-08/31 | 8/12 | 88 | 09/01 | 09/10 |
| September | 09/07 | 09/01-09/15 | 8/27 | 88 | 09/16 | 09/25 |
| | | 09/16-09/30 | 9/11 | 88 | 10/01 | 10/09 |
| October | | 10/01-10/15 | 9/28 | 88 | 10/16 | 10/26 |
| | | 10/16-10/31 | 10/13 | 88 | 11/02 | 11/10 |
| November | 11/11 11/26-11/27 | 11/01-11/15 | 10/28 | 80 | 11/16 | 11/25 |
| | | 11/16-11/30 | 11/10 | 88 | 12/01 | 12/10 |
| December | 12/25-12/30 | 12/01-12/15 | 11/23 | 88 | 12/16 | 12/25 |
| | | 12/16-12/31 | 12/11 | 96 | 01/02 | 01/08/27 |

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

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

PLEASE NOTE: Central Office will be closed on Thursday, December 31, 2026. 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, 2026