

2023 CAL POLY HUMBOLDT SPF PAYROLL SCHEDULE

The first pay period of the month for all employees will begin on the 1st, end the 15th, and will be paid on the 25th. The second pay period of the month will begin on the 16th, end the last day of the month and will be paid on the 10th. All employees are required to submit timesheets twice a month through Kronos.

The ‘Blackout Dates’ listed below indicate short time frames where new hiring and/or changes to existing employees (pay rate changes, category reappointments, etc..) will be put on hold. This will always occur 2-3 business days after the Timesheets Due dates to allow for Payroll processing. Any HR Actions submitting during these dates will be placed on hold until after that short period, to be processed in the following payroll cycle.

Pay Period End Date:	Timesheets Due in KRONOS by 5:00 pm:	Blackout Dates (No New Appointments or Changes):	Pay Day 8:00 a.m.:
January 15 th	Tuesday, January 17 th	January 18 th through the 20 th	Wednesday, January 25 th
January 31 st	Wednesday, February 1 st	February 2 nd through the 6 th	Friday, February 10 th
February 15 th	Thursday, February 16 th	February 17 th through 21 st	Friday, February 24 th
February 28 th	Wednesday, March 1 st	March 2 nd through the 6 th	Friday, March 10 th
March 15 th	Thursday, March 16 th	March 17 th through the 21 st	Friday, March 24 th
March 31 st	Monday, April 3 rd	April 4 th through the 6 th	Monday, April 10 th
April 15 th	Monday, April 17 th	April 18 th through the 20 th	Tuesday, April 25 th
April 30 th	Monday, May 1 st	May 2 nd through the 4 th	Wednesday, May 10 th
May 15 th	Tuesday, May 16 th	May 17 th through the 19 th	Thursday, May 25 th
May 31 st	Thursday, June 1 st	June 2 nd through the 6 th	Friday, June 9 th
June 15 th	Friday, June 16 th	June 17 th through the 20 th	Monday, June 26 th
June 30 th	Monday, July 3 rd at 12:00 PM	July 4 th through the 6 th	Monday, July 10 th
July 15 th	Monday, July 17 th	July 18 th through the 20 th	Tuesday, July 25 th
July 31 st	Tuesday, August 1 st	August 2 nd through 4 th	Thursday, August 10 th
August 15 th	Wednesday, August 16 th	August 17 th through the 21 st	Friday, August 25 th
August 31 st	Friday, September 1 st	September 2 nd through the 7 th	Monday, September 11 th
September 15 th	Monday, September 18 th	September 19 th through the 21 st	Monday, September 25 th
September 30 th	Monday, October 2 nd	October 3 rd through the 5 th	Tuesday, October 10 th
October 15 th	Monday, October 16 th	October 17 th through the 19 th	Wednesday, October 25 th
October 31 st	Wednesday, November 1 st	November 2 nd through the 6 th	Thursday, November 9 th
November 15 th	Wednesday, November 15 th	November 16 th through the 17 th	Wednesday, November 22 nd
November 30 th	Friday, December 1 st	December 2 nd through the 6 th	Monday, December 11 th
December 15 th	Friday, December 15 th	December 18 th through the 20 th	Friday, December 22 nd
December 31 st	Tuesday, January 2 nd	January 3 rd through the 5 th	Wednesday, January 10 th