

2024 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 16 th	January 17 th through the 19 th	Thursday, January 25 th
January 31 st	Thursday, February 1 st	February 2 nd through the 6 th	Friday, February 9 th
February 15 th	Friday, February 16 th	February 19 th through the 21 st	Monday, February 26 th
February 29 th	Friday, March 1 st	March 4 th through the 6 th	Monday, March 11 th
March 15 th	Monday, March 18 th	March 19 th through the 21 st	Monday, March 25 th
March 31 st	Tuesday, April 2 nd	April 3 rd through the 5 th	Wednesday, April 10 th
April 15 th	Tuesday, April 16 th	April 17 th through the 19 th	Thursday, April 25 th
April 30 th	Wednesday, May 1 st	May 2 nd through the 6 th	Friday, May 10 th
May 15 th	Thursday, May 16 th	May 17 th through the 21 st	Friday, May 24 th
May 31 st	Monday, June 3 rd	June 4 th through the 6 th	Monday, June 10 th
June 15 th	Monday, June 17 th	June 18 th through the 21 st	Tuesday, June 25 th
June 30 th	Monday, July 1 st	July 2 nd through the 5 th	Wednesday, July 10 th
July 15 th	Tuesday, July 16 th	July 17 th through the 19 th	Thursday, July 25 th
July 31 st	Thursday, August 1 st	August 2 nd through the 6 th	Friday, August 9 th
August 15 th	Friday, August 16 th	August 19 th through the 21 st	Monday, August 26 th
August 31 st	Tuesday, September 3 rd	September 4 th through the 6 th	Tuesday, September 10 th
September 15 th	Monday, September 16 th	September 17 th through the 19 th	Wednesday, September 25 th
September 30 th	Tuesday, October 1 st	October 2 nd through the 4 th	Thursday, October 10 th
October 15 th	Wednesday, October 16 th	October 17 th through the 21 st	Friday, October 25 th
October 31 st	Friday, November 1 st at 12pm	November 4 th through the 5 th	Friday, November 8 th
November 15 th	Monday, November 18 th	November 19 th through the 21 st	Monday, November 25 nd
November 30 th	Monday, December 2 nd	December 3 rd through the 5 th	Tuesday, December 10 th
December 15 th	Monday, December 16 th	December 17 th through the 19 th	Monday, December 23 rd
December 31 st	Thursday, January 2 nd	January 3 rd through the 7 th	Friday, January 10 th