

2025 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	Thursday, January 16 th	January 17 th through the 21 st	Friday, January 24 th
January 31 st	Monday, February 3 rd	February 4 th through the 6 th	Monday, February 10 th
February 15 th	Monday, February 17 th	February 18 th through the 20 th	Tuesday, February 25 th
February 28 th	Monday, March 3 rd	March 4 th through the 6 th	Monday, March 10 th
March 15 th	Monday, March 17 th	March 18 th through the 20 th	Tuesday, March 25 th
March 31 st	Tuesday, April 1 st	April 2 nd through the 4 th	Thursday, April 10 th
April 15 th	Wednesday, April 16 th	April 17 th through the 21 st	Friday, April 25 th
April 30 th	Thursday, May 1 st	May 2 nd through the 6 th	Friday, May 9 th
May 15 th	Friday, May 16 th	May 19 th through the 21 st	Monday, May 26 th
May 31 st	Monday, June 2 nd	June 3 rd through the 5 th	Tuesday, June 10 th
June 15 th	Monday, June 16 th	June 17 th through the 19 th	Wednesday, June 25 th
June 30 th	Tuesday, July 1 st	July 2 nd through the 7 th	Thursday, July 10 th
July 15 th	Wednesday, July 16 th	July 17 th through the 21 st	Friday, July 25 th
July 31 st	Friday, August 1 st	August 4 th through the 6 th	Monday, August 11 th
August 15 th	Monday, August 18 th	August 19 th through the 21 st	Monday, August 25 th
August 31 st	Tuesday, September 2 nd	September 3 rd through the 5 th	Wednesday, September 10 th
September 15 th	Tuesday, September 16 th	September 17 th through the 19 th	Thursday, September 25 th
September 30 th	Wednesday, October 1 st	October 2 nd through the 6 th	Friday, October 10 th
October 15 th	Thursday, October 16 th	October 17 th through the 21 st	Friday, October 24 th
October 31 st	Monday, November 3 rd	November 4 th through the 6 th	Monday, November 10 th
November 15 th	Monday, November 17 th	November 18 th through the 20 th	Tuesday, November 25 th
November 30 th	Monday, December 1 st	December 2 nd through the 4 th	Wednesday, December 10 th
December 15 th	Tuesday, December 16 th	December 17 th through the 19 th	Tuesday, December 23 rd
December 31 st	Friday, January 2 nd at 12pm	January 2 nd through the 6 th	Friday, January 9 th