### Cal Poly Pomona Foundation, Inc.
#### Employment Services Calendar, January to June, 2015  Bi-Weekly

**Kronos approval every other Monday**

**Payday every other Thursday**

<table>
<thead>
<tr>
<th>ETF Due Date (Tuesday)</th>
<th>Pay Period (Sunday through Saturday, 2 wee)</th>
<th>Period #</th>
<th>Kronos Approval Due at 10am (Monday)*</th>
<th>Pay Day (Thursday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday Jan 5</td>
<td>Dec 21 2014 - Jan 3, 2015</td>
<td>1</td>
<td>Mon, Jan 5</td>
<td>Thurs Jan 08</td>
</tr>
<tr>
<td></td>
<td>Jan 4 - Jan 17, 2015</td>
<td>2</td>
<td><strong>Tues, Jan 20</strong></td>
<td>Thurs Jan 22</td>
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<tr>
<td>Tues Jan 13</td>
<td>Jan 18 - Jan 31, 2015</td>
<td>3</td>
<td>Mon, Feb 2</td>
<td>Thurs Feb 5</td>
</tr>
<tr>
<td>Tues Jan 27</td>
<td>Feb 1 - Feb 14, 2015</td>
<td>4</td>
<td>Mon, Feb 16</td>
<td>Thurs Feb 19</td>
</tr>
<tr>
<td>Tues Feb 10</td>
<td>Feb 15 - Feb 28, 2015</td>
<td>5</td>
<td>Mon, March 2</td>
<td>Thurs March 5</td>
</tr>
<tr>
<td>Tues Feb 24</td>
<td>March 1 - March 14, 2015</td>
<td>6</td>
<td>Mon, March 16</td>
<td>Thurs March 19</td>
</tr>
<tr>
<td>Tues March 10</td>
<td>March 15 - March 28, 2015</td>
<td>7</td>
<td>Mon, March 30</td>
<td>Thurs April 2</td>
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<tr>
<td>Tues March 24</td>
<td>March 29 - April 11, 2015</td>
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<td>Mon, April 13</td>
<td>Thurs April 16</td>
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<td>Tues April 07</td>
<td>April 12 - April 25, 2015</td>
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<td>Thurs April 30</td>
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<tr>
<td>Tues April 21</td>
<td>April 26 - May 09, 2015</td>
<td>10</td>
<td>Mon, May 11</td>
<td>Thurs May 14</td>
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<tr>
<td>Tues May 5</td>
<td>May 10 - May 23, 2015</td>
<td>11</td>
<td>Mon, May 25</td>
<td>Thurs May 28</td>
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<tr>
<td>Tues May 19</td>
<td>May 24 - June 6, 2015</td>
<td>12</td>
<td>Mon, June 08</td>
<td>Thurs June 11</td>
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<td>Tues June 2</td>
<td>June 7 - June 20, 2015</td>
<td>13</td>
<td>Mon, June 22</td>
<td>Thurs June 25</td>
</tr>
<tr>
<td>Tues June 16</td>
<td>June 21 - July 4, 2015</td>
<td>14</td>
<td>Mon, July 6</td>
<td>Thurs July 09</td>
</tr>
</tbody>
</table>

* Kronos must be approved by employees prior to manager's **approval on Monday by** 10am.

Managers need to "approve" the timecards in Kronos at the end of each pay period but still by 10am on the deadline days. Payroll will Sign-Off for everyone.

**Exceptions to the dates are noted in italics (due to holidays).**

Employees receive 3 checks in the month of April
3 postings to the General Ledger in the month of March

Employee Transaction Forms (ETF's) need to be in Foundation Employment Services prior to the employee's first day of work and can be obtained from the following website:

[www.foundation.csupomona.edu/es](http://www.foundation.csupomona.edu/es)

University Faculty must obtain approval from Faculty Affairs and University Staff must obtain approval from University Human Resources prior to the beginning of work.
If ETF's are incomplete, payment will be delayed.

For Employment Services questions, please contact 2246 or 2962.