

Payroll Pointers – September 2025

September 2025 PAY PERIOD

Nonacademic employees: **September 01 through September 30 (22 days)**

Academic employees: **August 18 through September 30 (31 days)**

“MONTH AT A GLANCE”

Submit documentation by the due date so that your employees are paid on time.

Please work closely with your payroll technician if these dates cannot be met.

Sep 01	Labor Day Holiday – Campus Closed
Sep 02	Direct Deposit Posting Date for August 2025 Payday
Sep 02	Deadline for August Hourly Time Vouchers and Overtime & Excess Hours Paid Forms
Sep 03	Last day for student employees to enter/correct punches in Timesheet for August
Sep 05	Last day for departments to review and approve student time in PeopleSoft for August
Sep 05	Last day for departments to enter hourly, overtime, shift differential, and FML in PeopleSoft for August
Sep 08	Last day to enter and approve absences for staff/faculty for August and prior 3 months
Sep 15	All employment/pay actions due (e.g., appointments, salary changes, time-base changes)
Sep 15	Positive PAYDAY – Student, Hourly, Overtime/Shift Differential Payday. Paycheck Coordinators must pick up checks from 9am-10am at Cashier’s Office and distribute immediately.
Sep 16	Lab Report Available
Sep 19	Report Docks in PeopleSoft – Notify Payroll Services of docks occurring after this deadline
Sep 22	Payroll Certification Reports Due
Sep 30	PAYDAY - Paycheck Coordinators must pick up checks from 3pm-4pm at Cashier’s Office and distribute after 4pm.
Oct 01	Direct Deposit Posting Date for September 2025 Payday
Oct 01	Deadline for September Hourly Time Vouchers and Overtime & Excess Hours Paid Forms
Oct 02	Last day for student employees to enter/correct punches in Timesheet for September
Oct 07	Last day for departments to review and approve student time in PeopleSoft for September
Oct 07	Last day for departments to enter hourly, overtime, shift differential, and FML in PeopleSoft for September
Oct 07	Last day to enter and approve absences for staff/faculty for September and prior 3 months

ACADEMIC EMPLOYEES

September paycheck is the first check of the academic year. This applies to both tenure track and lecturers. The September academic pay period is August 18, 2025, through September 30, 2025. The first paycheck for academic employees will be on September 30, 2025 – direct deposit will be posted on October 1, 2025 (fund availability depends on the employee’s financial institution).

Certify standard payment for all academic year faculty unless the employee has a late start, a dock, or a time-base change effective after the beginning of the semester. Please report any late revisions to faculty appointments as soon as possible to Payroll Services so that employees are paid timely and accurately.

16TH UNIT (JOB CODE 2403) – PAYROLL CERTIFICATION

The job code 2403 is a 12-month classification and time worked is based on the state pay period calendar, not the academic calendar. During the pay periods when the semester begins and ends, the certification will be in days.

- August pay period (August 18 through August 31) → Certify for 10 days
- September pay period (September 1 through September 30) → Certify as “Standard”

DUE DATE FOR DOCKS

The purpose of the due date is to ensure that all docks are reported to the State Controller's Office (SCO) in time to be reflected on the employee's paycheck on payday. Processing docks to adjust paychecks is a separate process performed outside of PeopleSoft and is keyed directly into SCO's database by Payroll. If the processing of docks does not occur timely, employees risk being overpaid.

If a dock occurs after the due date, please notify Payroll Services immediately. Payroll services will determine the appropriate action to prevent or handle an overpayment.

HOLIDAY – NON-ACADEMIC EMPLOYEES

Labor Day is observed on Monday, September 1, 2025, and the University is closed.

Employee Works Holiday

- Most non-exempt employees who work on a holiday are compensated at an overtime rate (time and one half) and shall either be paid the holiday overtime or receive Holiday CTO or Holiday Credit, at the discretion of the appropriate administrator, and depending on the collective bargaining agreement.
- Exempt employees are expected to complete assigned work without regard to the number of hours they work and do not earn overtime.
 - UAPD (CBID 1) – Employees who are authorized to work on a holiday receive credit for the equivalent hours worked at a straight-time basis (Holiday Credit - Straight).
 - CSUEU (CBID 2, 5, 7, 9) & CFA (CBID 3 – non-academic only) – Employees authorized to work on a holiday earn Holiday CTO at the straight time rate.
 - APC (CBID 4) – Employees authorized to work on a holiday will receive informal time off to be mutually scheduled by employee and supervisor.

Holiday Falls On Scheduled Day Off

If an employee is on an alternate work schedule and the holiday is observed on a non-workday the employee shall be entitled to a day equal to his/her normal workday.

- UAPD (CBID 1) – Employees shall be entitled to a day equal to their normal workday (Holiday Credit Earn - Straight). This holiday credit must be used on the next work day, subject to operational needs, or within one hundred eighty (180) days after the holiday was observed. If employee is unable to take the holiday credit within one hundred eighty (180) days due to operational needs, the holiday credit shall be paid.
- CSUEU (CBID 2, 5, 7, 9) – Employees shall be entitled to a day equal to their normal workday (Alternate Day Off – ADO). ADO must be used on the employee's next workday, subject to operational needs of the campus, or within one hundred and eighty (180) days after the holiday is observed. If the employee is unable to take the holiday within one hundred and eighty (180) days due to operational needs, the holiday is paid.
- APC (CBID 4), Teamsters (CBID 6), & Confidential (C99 – non-exempt only) – Employees shall be entitled to a day equal to their normal workday (Alternate Day Off – ADO). ADO must be rescheduled by agreement of the employee and the administrator and used within ninety (90) days after the holiday is observed, so that the holiday shall not be lost.
- SUPA (CBID 8) – Employees shall be entitled to holiday time off (Holiday Credit – Straight) equal to their normal workday. Holiday Credit shall be used or paid out within one (1) year of being earned.

For internal department recordkeeping, a [Compensatory Time Off, Alternate Day Off, Holiday Credit Authorization Form](#) must be completed.

VACATION LEAVE BALANCES

Please ensure that all time taken is reported in Absence Management promptly so that leave balances remain accurate. Remind employees that any excess vacation balance over the carryover maximum as of January 1 must be used by December 31 to avoid forfeiture of hours. To assist managers, timekeepers, and employees, a Graduated Vacation Chart is available on the "Absence Balance Inquiry" screen. This chart summarizes vacation accrual rates and maximum carryover limits by employee category.

Vacation Carryover Requests

Employees who need to carryover vacation hours above the maximum must submit a [Vacation Carryover Request Form](#) (available on the Payroll Services website) to Payroll Services.

- Requests must be signed by HEERA manager and the division's vice president.
- Completed forms must be received by Payroll Services **no later than January 31**.
- All overages must be resolved by **March 31** or **June 30**, depending on the employee group or bargaining unit.

Vacation requests are subject to the operational needs of the campus and must be approved by the appropriate administrator.

REHIRED ANNUITANTS

Employees who retire have a 180-day waiting period before they can be hired as rehired annuitants. The only exception is for faculty who participate in FERP, as they are allowed to work in a FERP appointment prior to the 180-day period. Violation of CalPERS rules may result in penalties to the retired employee and the campus. For more information regarding retirement, please visit [Benefits Services' retirement website](#).

W-2 SEASON IS APPROACHING – ARE YOUR EMPLOYEE'S ADDRESSES UP TO DATE?

Please advise your employees to update their address, if applicable, in PeopleSoft no later than December 5, 2025. The 2025 W-2s (Wage and Tax Statements) will be mailed by the State Controller's Office directly to the employee's address that is on file with Payroll Services. Verification and updates can be done via Employee Self-Service in MyCPP.

Employees may also "opt-in" to receive paperless W-2s! More information is available on the [Payroll Services Cal Employee Connect website](#) under the "Enroll in CEC's W-2 Paperless Statement" section.

WHO IS AUTHORIZED TO RECEIVE YOUR PAY WARRANT IN CASE OF DEATH?

The [Designation of Person\(s\) Authorized to Receive Warrants](#) form allows employees to name a person(s), trust, estate, or corporation to receive their final state pay warrants upon death. Please encourage your employees to update this form if any life changes have taken place, marriages/divorce, or possible death of the current designee on file.

Please note that this is not a designation for payment of death benefits or refund of employee retirement contributions. A form PERS-BSD-241, Beneficiary Designation, must be completed to file a designation with CalPERS for death benefits. Please contact Benefits Services for more information (benefits@crr.edu).

TIMEKEEPER AND APPROVER TRAININGS

Self-paced, self-service trainings for both Timekeepers and Approvers are available in CPP Learning.

- Completion of applicable training(s) is required before access to PeopleSoft HR is granted.
- After training(s) is completed, please submit a [ServiceNow](#) ticket if PeopleSoft HR access is needed or if existing access requires modification.

Available Trainings

[Timekeeper Training for Staff & Faculty](#)

- Designed for timekeepers responsible for timekeeping duties in PeopleSoft for staff and/or faculty in their department.

[Time Approver Training for Staff & Faculty](#)

- Designed for managers responsible for approving absences in PeopleSoft for staff and/or faculty in their department.

[Timekeeper Training for Student Employees](#)

- Designed for timekeepers responsible for timekeeping duties in PeopleSoft for student employees in their department.

[Time Approver Training for Student Employees](#)

- Designed for managers responsible for approving time in PeopleSoft for student employees in their department.

[Paycheck Coordinator Training](#)

- Designed for employees responsible for picking up paychecks on behalf of their department.



Please exercise caution when using employee information. Personal information is confidential and should be handled sensitively and kept in a secure location.