Payroll Pointers – November 2025

NOVEMBER 2025 PAY PERIOD

Nonacademic employees: **October 31 through December 01 (22 days)**
Academic employees: **October 31 through December 01 (19 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.

Oct 31	Direct Deposit Posting Date for October 2025 Master Payday
Oct 31	Positive Payroll certifications for October due (e.g., hourly, overtime, excess hours, etc.)
Nov 03	Last day for student employees to enter/correct punches in Timesheet for October
Nov 05	Last day for departments to review and approve student time in PeopleSoft for October
Nov 05	Last day for departments to enter hourly, overtime, and shift differential in PeopleSoft for October
Nov 06	Last day to enter and approve absences for staff/faculty for October and prior 3 months
Nov 10	All employment/pay actions due (e.g., appointments, pay changes, time base changes, etc.)
Nov 11	**Veterans Day Holiday – Campus Closed**
Nov 14	**POSITIVE PAYDAY – Student, hourly, overtime, and shift differential pay for October. Paycheck Coordinators must pick up checks from 9am-10am at Casher's Office and distribute to employees immediately**.
Nov 17	LAB Report available
Nov 17	**Report docks in PeopleSoft – Notify Payroll Services of docks occurring after this deadline**
Nov 18	Master Payroll Certification Report due
Nov 27	**Thanksgiving Day Holiday – Campus Closed**
Nov 28	**Indigenous People's Day observed – Campus Closed**
Dec 01	**MASTER PAYDAY – Salaried pay for November. Paycheck Coordinators must pick up checks from 3pm-4pm at Cashier's Office and distribute to employees after 4pm.**
Dec 02	Direct Deposit Posting Date for November 2025 Master Payday
Dec 02	Positive Payroll certifications for November due (e.g., hourly, overtime, excess hours, etc.)
Dec 02	Last day to enter and approve absences for staff/faculty for November and prior 3 months
Dec 03	Last day for student employees to enter/correct punches in Timesheet for November
Dec 05	Last day for departments to review and approve student time in PeopleSoft for November
Dec 05	Last day for departments to enter hourly, overtime, and shift differential in PeopleSoft for November

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CSUEU STEP IMPLEMENTATION

The CSUEU steps program was processed in the payroll system for all active employees in October 2025. The October 31, 2025, paycheck should have reflected the new salary rates. Employees not currently on pay status will see the new salary rate upon their return. Questions regarding step placement should be directed to the CSUEU Steps Inquiry Form. Questions regarding paychecks should be directed to the Payroll Inquiry Form.

BUDGET SHORTFALL MITIGATION BONUS (UNIT 4 ONLY)

APC-represented employees (Unit 4) who met eligibility criteria for FY 2024/25 received a Budget Shortfall Mitigation (BSM) Bonus by November 1, 2025. Full-time employees received $271.69, while part-time employees received a prorated amount. Refer to Article 23.4 d for more information.

DECEMBER PAYCHECK DISTRIBUTION

Information regarding the special paycheck distribution on Wednesday, December 31, 2025, will be posted in December 2025 Payroll Pointers.

- **Direct Deposits:** The posting date will be Friday, January 2, 2026.
- Employees should contact their financial institution to determine when funds will be available.

DECEMBER CAMPUS CLOSURE

The campus will be closed from Thursday, December 25, 2025, through Thursday, January 1, 2026, and will reopen Friday, January 2, 2026.

- **University-designated holidays:** December 25, 26, 29, 30, 2025, and January 1, 2026.
- **December 31, 2025,** is **not** a holiday. Time off on this day must be charged to applicable leave credits (e.g., vacation, PH, CTO). Employees without sufficient leave credits may be docked. The due date to report docks for December will be included in the December Payroll Pointers.
- Employees on a compressed work schedule whose normal day off falls on December 31 do **not** need to charge leave credits.

Exempt Employees

If an exempt employee does not have sufficient leave credits to cover December 31:

- The appropriate administrator may authorize the employee to work in advance to earn informal time off.
- Employees approved to work in advance must earn enough time to cover the **full day** off for December 31.
- Informal time off may **only** be used in full-day increments.
- The Holiday Closure Advance Work Authorization & Log for Exempt Employees must be submitted to Payroll Services **by January 2, 2026**.

Non-Exempt Employees

If a non-exempt employee does not have sufficient leave credits to cover the closure:

- The appropriate administrator may authorize the employee to earn compensatory time off (CTO) prior to the closure.
- CTO must be earned before it can be used.
- A Compensatory Time Off, Alternate Day Off, Holiday Credit Authorization Form must be completed and retained in departmental records.

HOLIDAY – NON-ACADEMIC EMPLOYEES

Employee Works on a Holiday

Refer to the applicable collective bargaining agreement or CSU policy to determine if the employee is eligible for cash, Holiday Credit, or Holiday CTO, and if it at the straight-time rate or premium rate.

- **Holiday Pay and Retirement:**

  - If employees are required to work on holidays due to 24/7 operations (e.g., law enforcement), Holiday Pay is subject to retirement withholding (use H5/HG5 or H6/HG6 time reporting codes in PeopleSoft).

  - If work is due to workload or project needs, Holiday Pay is **not reportable to CalPERS** – use OTPR/OTST time reporting codes in PeopleSoft until further notice.

Holiday Falls On a Regular Day Off

When a holiday falls on an employee's non-workday due to a compressed work schedule, the employee shall be entitled to a day equal to his/her normal workday.

- **Alternate Day Off (ADO)**

  - <u>CSUEU (Units 2, 5, 7, 9)</u> – The holiday 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 an employee is unable to take the holiday within one hundred and eighty (180) days due to operational needs, the holiday is paid.

  - <u>APC (Unit 4)</u>, <u>Teamsters (Unit 6)</u>, and <u>non-exempt Confidential (C99)</u> – This holiday 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.

- **Holiday Credit (HC)**

  - <u>UAPD (Unit 1)</u> – Holiday Credit must be used on the employee's next work day, subject to the operational needs of the campus, or within one hundred and eighty (180) days after the holiday was observed. If an employee has been unable to take their holiday within one hundred eighty (180) days due to operational need, the employee shall be paid for the holiday.

  - <u>SUPA (Unit 8)</u> – Compensation at the amount equal to their normal workday may be in the form of cash (salary) or Holiday Credit, which shall be included with the one hundred (100) hours that may be accrued under provision 19.4 b. Holiday Credit shall be used or paid out within one (1) year of the Holiday Credit being earned.

A Compensatory Time Off, Alternate Day Off, Holiday Credit Authorization Form must be completed for departmental records.

PERSONAL HOLIDAY

Remind employees who have not used their 2025 personal holiday that it must be used by December 31 to avoid forfeiture.

DEFICIT HOURS RECONCILIATION

- Per Fair Labor Standards Act (FLSA), campuses must maintain an accounting of all non-exempt, salaried employees whose work schedules differ from the standard Monday through Friday, eight hours per day.
- Employees who work *more* hours than in a state pay period earn "excess hours," which must be paid out by the following Positive Payday, with the exception of SUPA-represented employees.
- Employees who work *less* hours than in state pay period earn "deficit hours," which carries forward into the next pay periods until it is offset by excess hours.
- Employees with a projected deficit balance at the close of December must reconcile the deficit balance with another leave credit or dock (sick leave cannot be used).
- Payroll Technicians will prepare the Deficit Reconciliation Forms and send them to designated Timekeepers.
- Employees must elect how to reconcile the deficit, sign the form, and return to Payroll through their Timekeeper.
- Deficit Reconciliation Forms are due to Payroll by **Friday, December 5, 2025.**

ANNUAL VACATION MAXIMUM

Ensure absences are reported promptly in Absence Management for accurate leave balances. Employees nearing their maximum vacation cap (including the December accrual) must use the excess vacation on or before December 31 to avoid forfeiture. To assist managers, timekeepers and employees, a link to the **Graduated Vacation Chart** is available on the *Employee/Manager Balance Inquiry* page in PeopleSoft. This chart summarizes vacation accrual rates and carryover limits for both represented and non-represented employees.

Bargaining Unit / Employee Group	Provision Reference	Maximum Vacation Hours for Ten or Less Years of Service	Maximum Vacation Hours for More Than Ten Years of Service	Carryover Utilization Deadline
UAPD (Unit 1)	Article 22.2 d	320	440	March 31
CSUEU (Units 2, 5, 7, 9)	Articles 14.6, 14.9	320	440	June 30
CFA (Unit 3)*	Articles 34.6, 34.7, 34.8	320	440	March 31
APC (Unit 4)	Articles 26.7, 26.10, 26.11	320	440	June 30
Teamsters (Unit 6)	Article 16.2 e	320	440	March 31
SUPA (Unit 8)**	Article 18.4	320	440	March 31
Confidential (C99)	Title 5, Section 42909	384	440	March 31
Excluded (E99)	Title 5, Section 42909	272	384	March 31
MPP (M80)	Title 5, Section 42909	384	440	March 31

*Only applies to faculty in 10-month or 12-month classifications.

**SUPA employees shall be permitted to carryover no more than eighty (80) hours of vacation in excess of the applicable maximum if they meet the eligibility criteria.

Note: UAW (Unit 11) employees have a maximum of 80 hours, and Executive (M98) employees have a maximum of 480 hours. They are not included in the above table, as their bargaining unit or employee group does not have a provision to accrue or carry over vacation beyond the maximum. Refer to Article 25.7 for UAW and Title 5, Section 42909 for Executive employees.

Vacation Carryover Requests
Eligible employees needing to carryover vacation hours beyond the maximum must submit a Vacation Carryover Request Form to Payroll Services.
- Requests must be signed by the HEERA manager and divisional vice president.
- Completed forms must be received by Payroll Services **no later than January 31, 2026**.
- All approved carryover hours must be taken by March 31 or June 30, depending on the collective bargaining unit or employee group.

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

12-Month Faculty Usage
After one full year of employment, a faculty unit employee shall take at least forty (40) hours of vacation each calendar year. Any part of the forty (40) hours not taken during the calendar year shall be forfeited as of January 1 of the subsequent year.

ANNUAL COMPENSATORY TIME OFF (CTO) MAXIMUM
As of December 31, CTO-eligible employees may carry over a maximum amount of CTO into the next calendar year. Any CTO hours exceeding the maximum carryover balance at the end of December will be paid out to the employees by February 1 of the following year.

Bargaining Unit / Employee Group	Reference	Maximum CTO Hours	Excess Paid
CSUEU (Units 2, 5, 7, 9)	Article 19.11	120	Yes
APC (Unit 4)	Article 28.19	120	Yes
Teamsters (Unit 6)	Article 23.3	240	Yes
SUPA (Unit 8)	Articles 13.17, 13.18	480*	Yes
Confidential (C99)	HR/Leaves 2024-06	120	Yes**
Excluded (E99)	HR/Leaves 2024-06	120	Yes**

*Per [Articles 13.17 and 13.18](#), the Chief of Police may reduce the maximum accrual (not below 80 hours) and may designate CTO usage dates if an employee has accumulated more than 200 hours and no mutual agreement is reached, with reasonable notice.
**CTO in excess of 240 hours *prior* to December 31 must be paid in cash. Refer to [FLSA Section 207(o)(3)(A)](#).

Note: UAPD (Unit 1), CFA (Unit 3), UAW (Unit 11), MPP (M80), and Executive (M98) employees are not included in the above table, as these bargaining units or employee groups are not eligible for CTO.

2025 W-2 STATEMENTS

- The 2025 W-2s will be mailed by the State Controller's Office (SCO) by January 31, 2026.
- Employees should verify or update their mailing address in PeopleSoft by December 5, 2025, to avoid delays.
- Electronic W-2s will be available in [Cal Employee Connect (CEC)](#) by mid-January.
- Employees can opt in for paperless W-2s via CEC by November 30, 2025.
- Visit the **"Enroll in CEC's W-2 Paperless Statement"** section of the [Payroll Services website](#) for more information.

TIMEKEEPER AND APPROVER TRAININGS

Self-paced, self-service training 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 completing training, the **HEERA manager or delegate** must submit a [ServiceNow](#) ticket to request new or modified access.

Available Trainings

➤ [Timekeeper Training for Staff & Faculty](#)
Designated for timekeepers responsible for timekeeping duties in PeopleSoft for staff and/or faculty in their department.

➤ [Time Approver Training for Staff & Faculty](#)
Designated for managers responsible for approving absences in PeopleSoft for staff and/or faculty in their department.

➤ [Timekeeper Training for Student Employees](#)
Designated for timekeepers responsible for timekeeping duties in PeopleSoft for student employees in their department.

➤ [Time Approver Training for Student Employees](#)
Designated for managers responsible for approving time in PeopleSoft for student employees in their department.

➤ [Paycheck Coordinator Training](#)
Designated for employees responsible for picking up paychecks on behalf of their department.

Hello November

Please exercise caution when handling employee information. Personal data is confidential and must be treated with sensitivity. Ensure that all employee information is stored securely and accessed only by authorized individuals.