Payroll Services

Payroll Pointers – August 2025

August 2025 PAY PERIOD
Nonacademic employees: **July 31 through August 31 (22 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.

July 30	**PAYDAY - Paycheck Coordinators must pick-up and distribute checks on that day**
July 31	Direct Deposit Posting Date for July 2025 Payday
July 31	Deadline for July Hourly Time Vouchers and Overtime and Excess Hours Paid Forms
Aug 01	Last day for student employees to enter/correct punches in Timesheet for July
Aug 06	Last day to enter and approve absences for staff/faculty for July and prior 3 months
Aug 06	Last day for departments to review and approve student time in PeopleSoft for July
Aug 06	Last day for departments to enter hourly, overtime, and shift differential in PeopleSoft for July
Aug 06	All Employment/Pay Actions Due (e.g., appointments, pay changes, time base changes)
Aug 15	Lab Report Available
Aug 15	**Positive PAYDAY – Student, Hourly, Overtime/Shift Differential Payday. Paycheck Coordinators must pick-up and distribute checks on that day.**
Aug 20	**Report Docks in PeopleSoft – Please notify Payroll Services**
Aug 21	Payroll Certification Reports Due
Aug 29	**PAYDAY - Paycheck Coordinators must pick-up and distribute checks on that day**
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 and 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 08	Last day to enter and approve absences for staff/faculty for August and prior 3 months
Sep 08	Last day for departments to enter hourly, overtime, and shift differential in PeopleSoft for August

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ACADEMIC EMPLOYEES - FINAL PAYCHECKS

During the months of June, July and August, paychecks will be released by the Cashier's Office to departments on the scheduled master payday. Academic employees who worked the full academic year (fall and spring) will receive their final **fall** paycheck on August 29, 2025.

ALTERNATE WORK SCHEDULES

Alternate work schedules are schedules that deviate from the standard 8:00 a.m. to 5:00 p.m., Monday through Friday. Employees requesting to work a schedule other than the standard schedule must be approved in advance by the Vice President and a "Request for Alternate Work Schedule Form" must be on file in Payroll Services prior to the effective date of the alternate work schedule.

Although new employees have their work schedule on their letter of offer, the Request for Alternate Work Schedule form is required. This form allows Payroll Services to update PeopleSoft with the employee's schedule for time and attendance reporting.

Alternate work schedules must be reviewed annually to address operational needs of the department. **No permanent requests for alternate work schedules are accepted.**

VACATION LEAVE BALANCES

Please ensure that all time taken is reported in Absence Management timely so that leave balances are accurate. Remind your employees that will have excess vacation balances on January 1 to make arrangements to use this time prior to December 31 to avoid forfeiture of hours. To help managers, timekeepers and employees; located on the "Absence Balance Inquiry" screen, there is a link to a Graduated Vacation Chart that summarizes the vacation accrual rates and vacation carryover for each employee category.

Procedures and Submittal Timeline for Authorizing Carryovers Above the Maximums
To authorize an employee to have vacation carryover above the maximum, please submit a Year End Vacation Carry-Forward Request form (available on the Payroll Services website) to Payroll Services. All overages must be resolved no later than March 31 or June 30, dependent on employee group/bargaining unit. The request must include the signed approval of the HEERA manager and the division's vice president and be received by Payroll Services no later than January 31.

Vacation Requests
All vacation requests are based upon the operational needs of the campus. Vacation schedules shall be determined by the Appropriate Administrator. All vacation requests and approvals should be in writing.

REHIRED ANNUITANTS

Please keep in mind that employees who retire have a 180-day waiting period before they can be hired as rehired annuitants. The only exception is for faculty that FERP and they are only allowed to work in their FERP appointment prior to the 180-day period. Violation of CalPERS rules may result in penalties to the retired employee and the campus. To inquire about a retirement date, please contact Payroll Services.

STUDENT EMPLOYMENT

Summer appointments end August 31,2025
Academic Year – September 21, 2025, through May 30, 2026

Hire Dates:
- If the student does not hold a current summer appointment with the employer, the job offer may be effective with the beginning of the fall semester.
- For first time employment with your department, the effective date of hire will be the date the job offer is made or the first day the academic year (August 11, 2025).

SUMMER SESSION APPOINTMENTS AND PAYDAYS

Department Chairs
Job Code: 2457
Appointment: CSU Temp Faculty Module – **Immediate Pay**
Appointment Dates: June 4 through August 15 (51 days total)

	Certification	Certification Due	Payday
1st Installment	24 Days/Units	July 10	July 30
2nd Installment	27 Days/Units	August 8	August 29

Certification: Certify by adding the Department Chairs to the 2357 certification spreadsheet.

Teaching Faculty (Tenure Track and Lecturers)
Job Code: 2357 (Self-Support) or 2457 (State Support)
Appointment: CSU Temp Faculty Module

Session	Appointment Dates	Certification	Certification Due	Payday
1st 5 Weeks	June 4 through July 8	23 Days/Units	July 10	July 30
2nd 5 Weeks	July 10 through August 12	24 Days/Units	August 8	August 29

10 Weeks	June 4 through August 15	24 Days/Units 27 Days/Units	July 10 August 8	July 30 August 29

Certification: Spreadsheet from PeopleSoft – **Add $150 Indirect Pay per WTU for tenure track faculty. ***

Summer Transition Program – 6 Week Session

Session	Appointment Dates	Certification	Certification Due	Payday
6 Weeks	June 30 through August 7	28 Days/Units	August 8	August 29

Certification: Spreadsheet from PeopleSoft – – **Add $150 Indirect Pay per WTU for tenure track faculty. ***

*Indirect Pay clarification: If the faculty is teaching the first 5-week session, the Indirect Pay will be released on the July pay date. If teaching the second 5-week sessions or a 10-week session, the Indirect Pay will be released on the August pay date.

Teaching Associates **and** **Graduate Assistants**
Job Code: 2324   Job Code: 2325 Appointment:
CSU Temp Faculty Module

1st 5-Week Session
Appointment Dates: June 4 through July 8

Pay Period	Certification	Certification Due	Payday
June	19 Days	June 18	June 30
July	6 Days	July 22	July 30

Certification: Payroll Certification Report

2nd 5-Week Session
Appointment Dates: July 10 through August 12

Pay Period	Certification	Certification Due	Payday
July	15 Days	July 22	July 30
August	9 Days	August 21	August 29

Certification: Payroll Certification

Report 10-Weeks Session
Appointment Dates: June 4 through August 12

Pay Period	Certification	Certification Due	Payday
June	19 Days	June 18	June 30
July	STD (22 Days)	July 22	July 30
August	9 Days	August 21	August 29

Certification: Payroll Certification Report

TRAININGS

After training, please submit a Service Now ticket if PeopleSoft HR access is required or needs to be modified.

Timekeeper Training for Staff & Faculty
This training is designed for employees responsible for timekeeping duties for staff and/or faculty in their department. The self-service training is available through CPP Learning.

Time Approver Training for Staff & Faculty
This training is designed for managers responsible for approving absences in PeopleSoft for staff and/or faculty in their department. The self-service training is available in CPP Learning.

Timekeeper Training for Student Employees
This training is designed for timekeepers responsible for timekeeping duties for student employees in their department. The self-service training is available through CPP Learning

Time Approver Training for Student Employees
This training is designed for managers responsible for approving time in Peoplesoft for student employees in their department. The self-service training is available in CPP Learning

Paycheck Coordinator Training
This training is designed for employees responsible for picking up paychecks for their department. The self-service training is available in CPP Learning.