

## Payroll Pointers – July 2025

### July 2025 PAY PERIOD

Nonacademic employees: **July 01 through July 30 (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 01	Direct Deposit Posting Date for June 2024 Payday
July 01	Deadline for June Hourly Time Vouchers and Overtime and Excess Hours Paid Forms
July 01	June Federal Work Study Student Assistant Time Reports Due to Financial Aid
July 02	Last day for student employees to enter/correct punches in Timesheet for June
July 04	Independence Day/Fourth of July Holiday
July 07	Last day for departments to review and approve student time in PeopleSoft for June
July 07	Last day for departments to enter hourly, overtime, and shift differential in PeopleSoft for June
July 08	Last day to enter and approve absences for staff/faculty for June and prior 3 months
<b>July 15</b>	<b>Positive PAYDAY – Student, Hourly, Overtime/Shift Differential Payday. Paycheck Coordinators must pick-up and distribute checks on that day.</b>
July 15	All Employment/Pay Actions Due (e.g., appointments, pay changes, time base changes)
July 16	Lab Report Available
July 21	<b>Report Docks in PeopleSoft – Please notify Payroll Services</b>
July 22	Payroll Certification Reports Due
<b>July 30</b>	<b>PAYDAY - Paycheck Coordinators must pick-up and distribute checks on that day</b>
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
July 31	July Federal Work Study Student Assistant Time Reports Due to Financial Aid
Aug 01	Last day for student employees to enter/correct punches in Timesheet for July
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	Last day to enter and approve absences for staff/faculty for July and prior 3 months

### **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 spring only will receive their final spring paycheck on July 30, 2025.

### **DOCUMENTING HOLIDAYS**

#### **Employee Works Holiday**

- Non- Exempt employees who work on a holiday are compensated at an overtime rate.
- Exempt employees are expected to complete assigned work without regard to the number of hours they work and do not earn overtime. Exempt employees in CSUEU, Unit 4 and non-academic faculty that are authorized to work on a holiday earn Holiday CTO at the straight time rate. Unit 1 exempt employees earn holiday credit.

#### **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.

**CSUEU (CBID 2, 5, 7, 9)** – 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 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)** – This holiday must be rescheduled by agreement of the employee and the administrator and used within ninety (90) days after the holiday is observed.
- **SETC (CBID 6)** – 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.

For internal department recordkeeping, a Compensatory Time Off, Alternate Day Off, Holiday Credit Authorization Form must be completed.

## 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
1 <sup>st</sup> Installment	24 Days/Units	July 10	July 30
2 <sup>nd</sup> 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
1 <sup>st</sup> 5 Weeks	June 4 through July 8	23 Days/Units	July 10	July 30
2 <sup>nd</sup> 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

1<sup>st</sup> 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

2<sup>nd</sup> 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

## UPCOMING TRAININGS

Manager Approver and Timekeeper training is provided once a month. Attendance is required before access is granted. After training, please submit a [Service Now](#) ticket if PeopleSoft HR access is required or needs to be modified. All Attendees must register using the Zoom links below.

### Student Employment Workshop-July 9, 2025 @ 9am (via Zoom)

Get ready for the upcoming academic term with our comprehensive Student Employment Workshop! This session walks supervisors and department staff through the entire hiring process - from job posting to onboarding - ensuring you're fully prepared to recruit and support student employees. Whether you're new to student hiring or need a refresher, this workshop will provide the tools, timelines, and tips you need for a smooth experience. Please use link below to register.

[Student Employment Workshop-REGISTER](#)

<b>Timekeeper Training for Staff &amp; Faculty</b>
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 <a href="#">CPP Learning</a> .

<b>Time Approver Training for Staff &amp; Faculty</b>
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 <a href="#">CPP Learning</a> .

<b>Timekeeper Training for Student Employees</b>
This training is designed for timekeepers responsible for timekeeping duties for student employees in their department. The self-service training is available through <a href="#">CPP Learning</a> .

<b>Time Approver Training for Student Employees</b>
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 <a href="#">CPP Learning</a> .

<b>Paycheck Coordinator Training</b>
This training is designed for employees responsible for picking up paychecks for their department. The self-service training is available in <a href="#">CPP Learning</a> .