Payroll Pointers – October 2025

OCTOBER 2025 PAY PERIOD

Nonacademic employees: **October 01 through October 30 (22 days)**
Academic employees: **October 01 through October 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.

Oct 01	Direct Deposit Posting Date for September 2025 Payday
Oct 01	Positive Payroll certifications for September due (e.g., hourly time vouchers, overtime and excess hours forms, etc.)
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, and shift differential in PeopleSoft for September
Oct 07	Last day to enter and approve absences for staff/faculty for September and prior 3 months
Oct 15	All Employment/Pay Actions Due (e.g., appointments, pay changes, time base changes)
Oct 15	**POSITIVE PAYDAY –** Student, hourly, overtime, and shift differential pay for September. Paycheck Coordinators must pick up checks from 9am-10am at Cashier's Office and Distribute to employees immediately.
Oct 15	Lab Report Available
Oct 21	**Report Docks in PeopleSoft – Notify Payroll Services of docks occurring after this deadline**
Oct 22	Master Payroll Certification Reports Due
Oct 30	**MASTER PAYDAY** – Salaried pay for October. Paycheck Coordinators must pick up checks from 3pm-4pm at Cashier's Office and distribute to employees after 4pm.
Oct 31	Direct Deposit posting date for October 2025 master payday
Oct 31	Positive Payroll certifications for October due (e.g., hourly time vouchers, overtime and excess hours forms, 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

CSUEU STEP IMPLEMENTATION

In the fiscal year 2023/2024, the CSU reached an agreement with CSUEU to transition the compensation structure from open ranges to a step-based system. **Effective October 1, 2025**, CSU will implement a new salary step structure for all CSUEU-represented employees. Any changes to an employee's base salary (if applicable) will be reflected in the October 2025 paycheck (**issue date October 31, 2025**). Paychecks will be available to view in Cal Employee Connect on payday. For questions regarding step placement, please refer to the CSUEU Steps Inquiry Form.

STUDENT EMPLOYMENT

Quick reminder – Student workers are limited in the number of hours they can work while school is in session. They may not exceed **20 hours per week** and should not exceed the maximum hours allowed for the pay period.

Additionally, please verify the **Federal Work-Study (FWS)** allotment to ensure that FWS students do not exceed their award. This is crucial to maintaining compliance and avoiding overpayment. All hours worked must be approved by the department by the established deadline to ensure timely payment.

VACATION LEAVE BALANCES

Please ensure that all absences are reported in Absence Management promptly to maintain accurate leave credit balances. Remind employees who will have excess vacation balances on January 1 to use this time prior to December 31 to avoid forfeiture of hours. To assist managers, timekeepers and employees, a link to the **Graduate Vacation Chart** is available on the Absence Balance Inquiry page in PeopleSoft. This chart summarizes vacation accrual rates and carryover limits for each employee group or collective bargaining unit.

Vacation Carryover Requests
Employees who need to carry over vacation hours above the maximum and who meet the eligibility criteria must submit a [Vacation Carryover Request Form](#) to Payroll Services.
- Requests must be **signed by HEERA manager** and the **division 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 collective bargaining unit.

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.

COMPENSATORY TIME OFF (CTO) MAXIMUM CARRYOVER
As of December 31 each year, employees (except those in Unit 6 and Unit 8) may carry over a maximum of 120 hours of CTO into the next calendar year. Employees in Unit 6 may carry over up to 240 hours, and employees in Unit 8 may carry over up to 480 hours. Any CTO hours exceeding the maximum carryover balance at the end of December will be paid out to the employee by February 1 of the following year.

W-2 SEASON IS APPROACHING- ARE YOUR EMPLOYEES' ADDRESSES UP TO DATE?

Please remind your employees to update their mailing address in PeopleSoft by December 5, 2025, if applicable. The 2025 W-2s (Wage and Tax Statements) will be mailed by the State Controller's Office directly to the address on file with Payroll Services. Employees can verify and update their mailing address via Employee Self-Service in My CPP.

Employees may also choose to opt-in for paperless W-2s. For more information, visit the "**Enroll in CEC's W-2 Paperless Statement**" section on the [Payroll Services website](#).

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

The **Designation of Person(s) Authorized to Receive Warrants** form (**STD. 243**) allows employees to designate a person(s), trust, estate, or corporation to receive their final state pay warrants in the event of death. Please encourage your employees to update this form if they have experienced any life changes, such as marriage, divorce, or the potential death of the current designee on file.

Please note that this designation is for the final pay warrant only and does not apply to death benefits or the refund of employee retirement contributions. To designate a beneficiary for CalPERS death benefits, employees must complete the Beneficiary Designation form (**PERS-BSD-241**). For more information, please contact **Benefits Services** at **benefits@cpp.edu.**

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 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
   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.

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.