

## Payroll Pointers – February 2026

### FEBRUARY 2026 PAY PERIOD

Nonacademic employees: **January 30 through February 28 (21 days)**

Academic employees: **January 16 through February 28 (30 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.**

Jan 30	Direct Deposit Posting Date for January 2026 Master Payday
Jan 30	Positive Payroll certifications due for January (e.g., hourly, overtime, excess hours, etc.)
Feb 02	Last day for student employees to enter/correct punches in Timesheet for January
Feb 05	Last day for departments to review and approve student time in PeopleSoft for January
Feb 05	Last day for departments to enter hourly, overtime, and shift differential in PeopleSoft for January
Feb 05	Last day to enter and approve absences for staff/faculty for January and prior 3 months
Feb 12	All employment/pay actions due (e.g., appointments, pay changes, time base changes, etc.)
Feb 13	LAB Report available
<b>Feb 16</b>	<b>POSITIVE PAYDAY – Student, hourly, overtime, and shift differential pay for January. Paycheck Coordinators must pick up checks from 9am-10am at the Cashier’s Office and distribute them to employees immediately.</b>
<b>Feb 18</b>	<b>Report docks in PeopleSoft – Notify Payroll Services of docks occurring after this deadline</b>
Feb 19	Master Payroll Certification Report due
<b>Feb 27</b>	<b>MASTER PAYDAY – Salaried pay for February. Paycheck Coordinators must pick up checks from 3pm-4pm at the Cashier’s Office and distribute them to employees after 4pm.</b>
Feb 28	Last day for student employees to enter/correct punches in Timesheet for February
Mar 02	Direct Deposit Posting Date for February 2026 Master Payday
Mar 02	Positive Payroll certifications due for February (e.g., hourly, overtime, excess hours, etc.)
Mar 05	Last day for departments to review and approve student time in PeopleSoft for February
Mar 05	Last day for departments to enter hourly, overtime, and shift differential in PeopleSoft for February
Mar 05	Last day to enter and approve absences for staff/faculty for February and prior 3 months

### ACADEMIC PAY SCHEDULE – FIRST PAYCHECK FOR SPRING 2026

**For Academic Year (AY) department chairs, tenure/tenure-track faculty, FERP faculty, lecturers, and teaching associates:**

AY employees appointed for the Spring 2026 semester will receive their first paycheck on the February payday (February 27, 2026). The direct deposit posting date is March 2, 2026. Please refer to the [2025/2026 Academic Pay Schedule](#) for more details.

### PAYROLL CERTIFICATION – ACADEMIC YEAR (AY) FACULTY

**For Fall/Spring or Spring-only appointments:**

AY employees appointed for the Spring 2026 semester who were *not* appointed for the Fall 2025 semester should be certified for a standard (“STD”) paycheck, unless they are on dock status or unpaid leave during the February pay period (January 16, 2026 – February 28, 2026).

**For Fall-only appointments:**

AY employees appointed for the Fall 2025 semester who are *not* appointed for the Spring 2026 semester will

receive their sixth and final paycheck at the end of February, unless they are rehired annuitants. Rehired annuitants should have received all residual pay for the Fall semester in December. Please certify for a standard ("STD") paycheck.

### PAYROLL CERTIFICATION – 16<sup>th</sup> UNIT (JOB CODE 2403)

Lecturers appointed for a 16<sup>th</sup> unit will appear on the Master Payroll Certification Report under both their lecturer appointment (job code 2358) and their 16<sup>th</sup> unit appointment (job code 2403).

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 pay periods in which the semester begins or ends, certification will be reported in days. For the **February 2026 pay period, please certify for a standard ("STD") paycheck, unless the employee is on dock status or unpaid leave.**

### DOCKS

#### **General Procedures**

Docks for the current pay period must be reported in PeopleSoft by the due date provided in the "MONTH AT A GLANCE" section above. The absence name is "Dock."

- If self-reported in PeopleSoft, the employee must report the dock(s) in Self Service under the *Report and View Absences* page.
- If reported by the Timekeeper or Manager in PeopleSoft, the Timekeeper or Manager must report the dock(s) in Manager Self Service under the *Timekeeper/Manager Absence Entry* page.

#### **Due Date for Docks**

The purpose of the due date is to ensure 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 in the SCO database by Payroll.

If docks are not processed timely, the paycheck must be returned to SCO to be reissued correctly to prevent an overpayment. If a dock occurs after the due date, notify Payroll Services **immediately**. Payroll Services will determine the appropriate action to prevent an overpayment, which may include canceling the employee's direct deposit and issuing a salary advance. Payroll has the administrative authority to cancel direct deposit to prevent overpayments. If an overpayment occurs, an accounts receivable will be established, and the employee will be notified to select a repayment method.

#### **Repeated Docks After Cutoff**

Employees who repeatedly incur docks after the cutoff may be over-docked in subsequent pay periods to prevent overpayments. If it is later determined that the employee docked fewer hours or days than anticipated, Payroll Services will make the appropriate adjustments after the pay period has closed. In these situations, Payroll Services may also cancel the employee's direct deposit to prevent overpayments. Employees whose direct deposit is canceled due to repeated docks **may not be permitted** to reapply for the direct deposit program until **six (6) months** of stable attendance without docks.

Please contact Payroll Services with any questions regarding the reporting of docks.

### CHRS UPDATES – IMPORTANT CHANGES TO PAYROLL DEADLINES (EFFECTIVE MARCH 2026)

Due to the implementation of the Common Human Resources System (CHRS) in March 2026, several payroll and absence reporting deadlines are changing. Timekeepers and managers should review the information below carefully to avoid payroll delays.

**Important Note:** The payroll schedules and deadlines referenced below reflect the updated CHRS timelines. Website schedules may not yet reflect these changes and will be updated shortly.

### **Reporting and Approving Hours in Timesheet – February and March 2026**

- The deadline for student employees to report time in PeopleSoft for the February 2026 pay period has been moved up to **February 28, 2026**.
- Beginning **March 1, 2026**, student employees **will no longer** have access to report or edit time for the February pay period.
- Timekeepers will still have until **March 5, 2026**, to report or edit time for staff and students on the Timesheet page for the February pay period.
- Managers must **approve all payable time** for student employees by the end of day **March 5, 2026**, to avoid payroll delays.
- Please **do not report any time for the March pay period**, as this time will not convert to CHRS.
- Students and Timekeepers should **manually keep track** of the time worked from **March 1 through March 22, 2026**, so it can be reported once CHRS goes live on **March 23, 2026**. This also applies to staff time, including regular hours worked (for hourly employees), overtime, and shift differential.

### **Absence Reporting – February Pay Period**

- The deadline to enter and approve absences and No Leave Taken for staff and faculty for the February 2026 pay period and prior pay periods is **March 5, 2026**. All ADO, CTO, Holiday CTO, and Holiday Credit earned must also be entered and approved by this deadline.
- Entries that are not entered or approved by March 5 will not convert over to CHRS and will result in inaccurate leave credit balances.
- Please **do not enter absence entries for the March pay period or future pay periods** prior to CHRS go-live. These entries will not convert to CHRS.
- Once CHRS is live, absence entries for March 2026 and future pay periods may be reported.

### **New Ongoing Deadlines – Beginning with the March 2026 Pay Period**

- For staff and student employees, the deadline to enter and approve payable time will be **five (5) calendar days after the pay period ends**, even if the deadline falls on a weekend or holiday.
- Please refer to the [Positive Pay Schedule](#) or [Student Assistant Pay Schedule](#) for specific deadlines.
- The due date to enter and approve absences for the current pay period will be the **first business day of the next pay period**.
  - *Example:* All absences or No Leave Taken entries for the March 2026 pay period must be entered and approved by **April 1, 2026**.
- Please reference the [Absence Management Processing Schedule](#) for deadlines.

### **LAB Reports**

- Beginning with the March 2026 pay period, LAB reports will no longer be available.
- Timekeepers are encouraged to audit absence balances and accruals using the *Timekeeper Balance Inquiry* page in CHRS.

For more information or to submit a CHRS inquiry, please refer to the [CHRS website](#).

## CHRS DEMOS

As mentioned in the recent [CHRS email](#) from Cal Poly Pomona, a series of live CHRS system demos has been scheduled to help you prepare for go-live. These demos have been added to your calendar throughout the month of February. The demos are role-based, and you have received calendar invitations only for the session that apply to your role.

### Scheduled CHRS Demos

- **All Employees—PERSONAL PROFILE & BENEFITS**  
February 9 | 10 AM - 11:30 AM
- **All Employees—TIME AND LABOR**  
February 16 | 10 AM - 11:30 AM
- **Faculty—PERSONAL PROFILE (VIEW APPOINTMENT)**  
February 17 | 10 AM - 11:30 AM
- **All Employees—ABSENCE MANAGEMENT**  
February 23 | 10 AM - 11:30 AM
- **MPP & Timekeepers—TIME AND LABOR & ABSENCE MANAGEMENT**  
February 25 | 10 AM - 11:30 AM

All demos will be recorded and posted to the CHRS website, along with the presentation slides, for future reference.

### In-Person CHRS Sessions

- **In-person session (English)** – March 2
- **In-person session (Spanish)** – March 9

Registration links for the in-person sessions will be shared in a future email.

## TIMEKEEPER AND APPROVER TRAININGS

Self-paced, self-service training is available in CPP Learning for Timekeepers, Approvers, and Paycheck Coordinators.

- Completion of applicable training(s) is required before access to PeopleSoft HR is granted for Timekeepers and Approvers.
- After completing training, the **HEERA manager or delegate** must submit a [PeopleSoft-HR: User Access](#) ticket via ServiceNow to request new or modified access for Timekeepers and Approvers. Please also submit a ticket if access needs to be removed.

**Important Note:** The trainings listed below are based on the current PeopleSoft system, with the exception of the Paycheck Coordinator Training, as this role does not require access in PeopleSoft. These trainings do not reflect the upcoming CHRS system. For information, updates, and training resources related to CHRS, please visit the [CHRS website](#).

**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.

**i NEED ASSISTANCE?**

Should you have any questions or need to submit a document to Payroll Services, please submit a [Payroll Services Inquiry Form](#), and a team member will assist you as soon as possible. The form may also be accessed by scanning the QR code below.

