Payroll Pointers – March 2026

MARCH 2026 PAY PERIOD

Nonacademic employees: **March 01 through March 31 (22 days)**

Academic employees: **March 01 through March 31 (20 days)** – *Spring Break March 28 through April 3*

"MONTH AT A GLANCE"

Please submit documentation by the deadlines listed below to ensure employees are paid on time.

If you anticipate difficulty meeting a deadline, contact your Payroll Technician immediately.

Feb 28	Last day student employees can enter 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 02	Begin manually tracking payable time and absences for March pay period
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 months
Mar 05	Last day employees can access Employee Self-Service to update personal information
Mar 06	All employment/pay actions due (e.g., appointments, pay changes, time base changes, etc.)
Mar 16	**POSITIVE PAYDAY – Student, hourly, overtime, and shift differential pay for February. Paycheck Coordinators must pick up checks from 9am-10am at the Cashier's Office and distribute them to employees immediately.**
Mar 16	LAB Report available
Mar 16	Last day to generate Master Payroll Certification Report in PeopleSoft for March
Mar 17	**PeopleSoft system outage from March 17 (at 3:00 p.m.) through March 24**
Mar 19	**Report docks to Payroll Services via email due to PeopleSoft system outage – Notify Payroll Services of docks occurring after this deadline**
Mar 20	Master Payroll Certification Report due
Mar 25	🎉 **CHRS Go-Live – employees and departments can begin entering and approving payable time and absences in CHRS for March**
Mar 30	**MASTER PAYDAY – Salaried pay for March. Paycheck Coordinators must pick up checks from 3pm-4pm at the Cashier's Office and distribute them to employees after 4pm.**
Mar 31	**Cesar Chavez Day Observed – Campus Closed**
Apr 01	Direct Deposit Posting Date for March 2026 Master Payday
Apr 01	Positive Payroll certifications due for March (e.g., Excess Hours, ADO, & Holiday Credit payout)
Apr 01	Last day to enter and approve absences for staff/faculty for March
Apr 05	Last day to enter and approve payable time for March

CHRS UPDATES – IMPORTANT CHANGES TO PAYROLL DEADLINES

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

Important Note: Website schedules may not yet reflect these updated CHRS timelines.

Payable Time Reporting – February & March 2026

- **February 28** was the deadline for students to report February time in PeopleSoft.
- Beginning **March 1,** students no longer have access to report or edit time.

- Timekeepers may report/edit February time through **March 5.**
- Managers must approve February payable time for students by **March 5.**
- Do NOT enter March payable time in PeopleSoft – it will not convert to CHRS.
- Manually track time worked from **March 1 through March 24** (for students and staff, including overtime and shift differential).
- All March payable time must be entered in CHRS no later than **April 5**.
  - Please note that April 5 falls on a weekend. If your department does not operate on weekends, please plan to enter and approve prior to the deadline.

Absence Reporting – February Pay Period
- The deadline to enter and approve absences and No Leave Taken for staff and faculty for February and prior pay periods is **March 5**.
  - This includes any earned ADO, CTO, Holiday CTO, and Holiday Credit.
- Absences that are not entered or approved by March 5 may result in inaccurate leave credit balances.

Positive Payroll Certification Changes – Effective with CHRS
With the implementation of CHRS, several Positive Payroll certification processes are being streamlined. Payable time will be electronically approved by the employee's manager within the system, and that approval will serve as the official payroll certification.

The following Positive Payroll documents will no longer need to be submitted to Payroll Services:
- Hourly Time Vouchers
- Overtime Forms
- Shift Differential (previously certified on the Master Payroll Certification Report)

The following forms must still be submitted to Payroll Services to process payment as these items require additional review and manual processing outside of standard payable time approval:
- Excess Hours Payout Form (revised form in development)
- ADO/Holiday Credit Payout Form (revised form in development)

Payable Time Adjustment Form (In Development)
The Student Adjustment Form will not be available in CHRS. Payroll Services is currently developing a Payable Time Adjustment Form that departments may use to report corrections to payable time (for both staff and students) after submission or approval in CHRS. The form and related instructions will be distributed to timekeepers once finalized.

Absence Reporting – March Pay Period
- Do NOT enter absences for March or future pay periods *prior* to CHRS go-live. These entries will not convert to CHRS.
- Once CHRS is live on **March 25**, employees and departments may begin entering absences and No Leave Taken for the March pay period.
- All employee docks (absences without pay) should be tracked manually and reported directly to your assigned Payroll Technician by **March 19** via email**.**
- The deadline to enter and approve absences and No Leave Taken for the March pay period is **April 1**.

Master Payroll Certification Report—March Pay Period
- Due to the system conversion, there will be an outage of our current PeopleSoft (9.0) system from **March 17 (at 3:00 p.m.) through March 24**.
- It is highly recommended that departments run their Payroll Certification Reports by **Monday, March 16**.
- Payroll Certifications are due **Friday, March 20**.

New Ongoing Deadlines (Beginning April 2026 Pay Period)
Payable Time
- The deadline for employees to enter their time worked is the **last day of the pay period**. This only pertains to hourly employees, including Student Assistants, and those eligible for overtime, shift differential, CTO, ADO, Holiday CTO, and Holiday Credit.
  - *Example*: All April payable time must be entered in CHRS by **April 30**.
- The deadline for timekeepers and approvers to review 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.*
  - *Example*: All payable time must be reviewed and approved by **May 5**.
- Please refer to the [Positive Pay Schedule](#) or [Student Assistant Pay Schedule](#) for specific deadlines.

Absences
- Absences and No Leave Taken entries are due by the **last day of the pay period.**
  - *Example*: All absences or No Leave Taken entries for the April 2026 pay period must be entered and approved by **April 30.**
- Please reference the [Absence Management Processing Schedule](#) for deadlines.

LAB Reports
- The final LAB report will be available on **March 16**.
- LAB reports will not be available in CHRS.
- Timekeepers are encouraged to audit absence balances and accruals using [Multi-Reports](#) and the [Timekeeper Balance Inquiry](#) page.

VACATION CARRYOVER
Employees approved to carry over excess vacation hours into 2026 must use the excess vacation by the applicable deadline. Unused hours after the applicable deadline will be forfeited.

March 31 Usage Deadline: Unit 1 (UAPD), Unit 3 (CFA), Unit 6 (Teamsters), Unit 8 (SUPA), MPP, and Confidential.

June 30 Usage Deadline: Units 2, 5, 7 and 9 (CSUEU) and Unit 4 (APC).

ALTERNATE WORK SCHEDULE (AWS)
The standard work schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m.

Employees whose work schedules do not coincide with the standard schedule must complete a [Request for Alternate Work Schedule Form](#) *in advance* prior to commencing the new schedule. This does not apply to academic year faculty/coaches or hourly employees.

Alternate work schedules must be on file with Payroll Services to ensure employees are paid accurately and earn the correct compensated time (ADO, Holiday Credit, Shift Differential, Excess Hours, etc.) based on their respective collective bargaining agreement (CBA).

Failure to provide accurate work schedule information may create errors in Absence Management and could impact an employee's pay.

EXCESS/DEFICIT HOURS
Non-exempt employees paid monthly receive the same base salary regardless of whether the month contains 21 or 22 workdays.

To comply with Fair Labor Standards Act (FLSA) regulations, campuses must maintain an accounting of excess and deficit hours for non-exempt employees on approved alternate work schedules. Excess/Deficit hours can be tracked using the [Excess/Deficit Hours Worksheet](#).

Excess Hours
Non-exempt employees on an alternate work schedule are paid for all hours worked in excess of the standard pay period. Timekeepers must submit the *Excess Hours Payout Form* to Payroll Services by the first day of the next pay period to ensure payment is processed by the following Positive Payday.

> **Unit 8 (SUPA) employees:** Excess Hours incurred within a calendar year accumulate and are carried forward to offset future deficit hours. There is no payout of Excess Hours until the end of the calendar year.

Deficit Hours
Deficit hours occur when a non-exempt employee works fewer hours than the standard pay period due to an approved alternate work schedule. Deficit hours are carried forward into subsequent pay periods and are offset by future excess hours worked.

Employees will not be paid for excess hours in a pay period when an equal or greater deficit balance exists.

PAYCHECK PICK-UP
Master payday: The Cashiers' Office (SSB 121-East-1160, 1st floor, window 4) will release paychecks to designated paycheck coordinators from 3:00 p.m. to 4:00 p.m. Paycheck Coordinators may release paychecks to employees on or after 4:00 p.m.

Positive payday: The Cashiers' Office (SSB 121-East-1160, 1st floor, window 4) will release paychecks to designated paycheck coordinators from 9:00 a.m. – 10:00 a.m. Paycheck Coordinators may release paychecks to employees immediately.

CHRS DEMOS

A series of live CHRS system demos were offered in February to help employees, timekeepers, and approvers prepare for go-live. All demos were recorded and posted to the CHRS website along with the presentation slides for future reference.

TIMEKEEPER AND APPROVER TRAININGS

The trainings listed below are based on the current PeopleSoft 9.0 system (with the exception of the Paycheck Coordinator Training). These trainings do not reflect the upcoming CHRS system and will no longer be available once CHRS goes live.

For CHRS updates and training resources, please visit the **CHRS website** or the **CHRS Knowledge Base**.

Available Trainings for PeopleSoft 9.0:

➢ 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.

ℹ️ 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.