



## Payroll Pointers – April 2026

### APRIL 2026 PAY PERIOD

Nonacademic employees: **April 1 through April 30 (22 days)**

Academic employees: **April 6 through April 30 (19 days) – Spring Break March 28 through April 3**

#### **“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.**

**Mar 31 Holiday 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, Expired ADO & Holiday Credit payout)

Apr 01 Last day to enter and approve March absences for staff/faculty

Apr 03 Deadline to enter and approve March payable time in CHRS

Apr 15 All employment/pay actions due (e.g., appointments, pay changes, time base changes, etc.)

**Apr 15 POSITIVE PAYDAY – Student, hourly, overtime, and shift differential pay for March. Paycheck Coordinators must pick up checks from 9am-10am at the Cashier’s Office and distribute them to employees immediately.**

**Apr 21 Deadline to report docks in CHRS – Notify Payroll Services of docks occurring after this deadline**

Apr 22 Master Payroll Certification Report due -- Access via MyCPP Employee Center

**Apr 30 MASTER PAYDAY – Salaried pay for April. Paycheck Coordinators must pick up checks from 3pm-4pm at the Cashier’s Office and distribute them to employees after 4pm.**

Apr 30 Deadline to enter April payable time in CHRS

Apr 30 Deadline to enter and approve April absences in CHRS

May 01 Direct Deposit Posting Date for April 2026 Master Payday

May 01 Positive Payroll certifications due for April (e.g., Excess Hours, Expired ADO & Holiday Credit payout)

May 05 Deadline to review and approve April payable time in CHRS

### NEW CHRS 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 have changed. Please review this information carefully to avoid payroll delays.

#### **Absence Reporting and Approvals**

- Enter and approve absences for staff and faculty by the **last day of the current pay period**.
  - *Example:* For April, enter and approve absences by **April 30**.
- Docks must be entered in CHRS by April 21 to prevent overpayments. Docks that occur after this deadline must be reported to your [assigned payroll technician](#) immediately.
- Please reference the [Absence Management Processing Schedule](#) for deadlines.

#### **Timesheet Reporting and Approvals**

- Hourly employees (including Student Assistants and Rehired Annuitants) must enter time worked by the **last day of the current pay period**. This includes overtime, shift differential, CTO, Holiday CTO, Holiday Credit, and ADO.
- Timekeepers and managers must review and approve time by the **fifth calendar day of the pay period**. If the fifth calendar day falls on a weekend or holiday, please plan ahead accordingly.
  - *Example:* Enter April time by **April 30**. Review and Approve time by **May 5**.
- Please refer to the [Positive Pay Schedule](#) or [Student Assistant Pay Schedule](#) for specific deadlines.

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## PAYROLL CERTIFICATIONS

Payroll Certification Reports are available in MyCPP Employee Center under the Common Human Resources System (CHRS) tile. April Payroll Certification Reports are due **April 22**.

The screenshot shows the MyCPP Employee Center interface. At the top, there is a navigation bar with 'Home', 'Employee Center', 'Online Services', and 'My Tab'. Below this is a 'Campus Directory' section with a link for 'Employee Primary Work Location'. The main section is titled 'Common Human Resources System (CHRS)' and features a 'Login To CHRS' button. Below the button, there are three sections: 'Employee Self-Service' (managing personal profile, time, and benefits), 'Manager Self-Service' (approving employee time and absences), and 'Timekeepers' (entering and reviewing employee time). The 'Payroll Certification Reports' link in the Timekeepers section is highlighted in yellow.

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## FISCAL YEAR END

The last payroll run for 2025/26 fiscal year is mid-June. Payroll must receive all documents **by May 8** for processing before the June cutoff. This includes any transactions that must be paid in the 2025/26 fiscal year such as overtime, transfers, additional employment, special consultants, etc.

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## VACATION CARRYOVER

Employees approved to carry over vacation hours over the maximum into the 2026 calendar year must use the excess vacation by the applicable deadline. Unused hours after the deadline are 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).

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## LEAVE CREDIT USAGE

Sick leave and vacation hours may only be used after they have been earned.

- **Full-day absences:** Employees must charge leave equal to their full scheduled workday.
  - *Example:* An employee scheduled to work 6.8 hours due to their time base or alternate work schedule must charge 6.8 hours for a full-day absence.
- **Partial-day absences (non-exempt employees):**
  - Sick leave and vacation must be taken in increments of one-half (0.5) hour.
  - CTO must be taken in increments of one-quarter (0.25) hour.
  - Dock time must be reported in increments of one-tenth (0.1) hour.
- Sick leave may not be used in place of vacation under any circumstances.
- **Exempt employees:** Leave credits are not charged for partial-day absences. However, exempt employees

(except Unit 4) on FMLA leave may use earned leave credits in increments of less than a full day.

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### **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.

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### **PAYCHECK PICK-UP**

**Master payday:** The Cashiers' Office (SSB 121-East-1160, 1<sup>st</sup> 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, 1<sup>st</sup> 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.

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### **PAYCHECK COORDINATOR TRAINING**

New Paycheck Coordinators can complete a self-paced digital training via [CPP Learning](#). Changes to Paycheck Coordinators must be documented on the [Signature Authorization for Attendance and Paycheck Pick-Up form](#) and submitted to Payroll Services. To designate a temporary Paycheck Coordinator, submit a signed memo to Payroll Services at [payroll@cpp.edu](mailto:payroll@cpp.edu).

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### **FREQUENTLY USED RESOURCES**

- [PeopleSoft – HR: User Access Form](#): To add, modify, or delete Timekeeper/Approver access in CHRS.
- [Reports To Update Form](#): Request a “Reports To” update for one or more employees.
- [Entering/Taking Compensatory Time \(CTO\)](#): This job aid shows employees how to record compensatory time earned (CTPR, CTST) and taken (CTO) in the Timesheet.
- [Partial Hours Conversion Chart](#): Reference to show how payable time is converted from minutes to tenths

for hourly employees.

- [How to Run AM Multi-Reports](#): This job aid shows managers and timekeepers how to run absence multi-reports.
  - [Absence Balance Inquiry](#): This job aid shows timekeepers and managers how to view employee absence balances.
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### **CHRS DEMOS**

Live CHRS demos were offered in February to help employees, timekeepers, and managers prepare for go-live. All [CHRS demos](#) were recorded and posted to the CHRS website, along with the presentation slides for reference. For CHRS updates and training resources, please visit the [CHRS website](#) or the [CHRS Knowledge Base](#).

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### **i NEED ASSISTANCE?**

- [CHRS Office Hours](#): Have questions about CHRS? Register for CHRS Office Hours. A team of subject matter experts is available to assist you with your CHRS inquiries in real time. Both virtual and in-person sessions are offered through May 1.

#### **Upcoming Virtual Sessions**

- **Wednesday, April 1, 3:00–5:00 PM**
- **Monday, April 6, 10:00–12:00 PM**
- **Monday, April 13, 10:00–12:00 PM**
- **Monday, April 20, 10:00–12:00 PM**
- **Monday, April 27, 10:00–12:00 PM**
- **Friday, May 1, 10:00–12:00 PM**

#### **Upcoming In-Person Sessions**

- **Thursday, April 2, 10:00–12:00 PM**
- **Thursday, April 9, 2:00–4:00 PM**
- **Thursday, April 16, 3:00–5:00 PM**
- **Thursday, April 23, 3:00–5:00 PM**
- **Thursday, April 30, 10:00–12:00 PM**

- [CHRS Inquiry Form](#): Need further assistance with CHRS? Submit your CHRS questions, feedback, or concerns using this form.
- [Payroll Services Inquiry Form](#): Have a payroll-related question 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.



Please exercise caution when handling employee information. Personal data is confidential and must be treated with sensitivity. Ensure all employee information is stored securely and accessed only by authorized individuals.