



Payroll Pointers – May 2026

May 2026 PAY PERIOD

Nonacademic employees: **May 1 through May 31 (21 days)**

Academic employees: **May 1 through May 22 (17 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.

Apr 30	Deadline for employees to enter April payable time in CHRS
Apr 30	Deadline to enter <i>and</i> 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 <i>and</i> approve April payable time in CHRS
May 06	⚠ CHRS system outage → Wednesday, May 6 (at 3:00 PM) through Sunday, May 10
May 08	All employment/pay actions for FY 2025/2026 due (e.g., appointments, pay changes, time base changes, etc.)
May 11	🔧 CHRS Restored at 8:00 AM
May 15	POSITIVE PAYDAY – Student, hourly, overtime, and shift differential pay for April. Paycheck Coordinators must pick up checks from 9:00 AM – 10:00 AM at the Cashier’s Office and distribute them to employees immediately. *See page 2 for special pickup schedule
May 19	Deadline to report docks in CHRS – Notify Payroll Services of docks occurring after this deadline
May 20	Master Payroll Certification Report due—available in PeopleSoft CS (link in MyCPP Employee Center)
May 25	Campus Closure – Holiday Observed
May 29	MASTER PAYDAY – Salaried pay for May. Paycheck Coordinators must pick up checks from 3:00 PM – 4:00 PM at the Cashier’s Office and distribute them to employees after 4:00 PM.
May 29	Deadline to enter <i>and</i> approve May absences in CHRS
May 31	Deadline for employees to enter time in Timesheet for May
June 01	Direct Deposit Posting Date for May 2026 Master Payday
June 01	Positive Payroll certifications due for May (e.g., Excess Hours, Expired ADO & Holiday Credit payout)
June 05	Deadline to review <i>and</i> approve May payable time in CHRS

🌟 NEW LOOK FOR PAPER WARRANTS

Effective May 12, 2026, State of California payroll warrants (paper checks) will be issued in a new format. Warrants will no longer be printed on pressure-sealed paper and will instead be in a standard #10 envelope. This update is part of SCO’s effort to replace end-of-life equipment and streamline printing and mailing processes.

Departments are encouraged to share this change with employees who receive paper warrants. Employees are also encouraged to enroll in direct deposit and access their payroll information through [Cal Employee Connect \(CEC\)](#). More information about CEC can be found on the [Payroll website](#).

🎓 STUDENT PAYROLL – GRADUATING STUDENT EMPLOYEES

Students who will be graduating at the end of the Spring 2026 semester are no longer eligible to work as Student Assistants. To ensure final compensation is available on their final workday, a [ServiceNow Ticket](#) must be submitted by the department to begin the process of issuing final compensation.

Please submit an End of Employment ticket **AT LEAST 1 WEEK PRIOR TO THEIR LAST DAY OF WORK**. Student Assistant appointments for those who are not graduating will end on May 31, 2026. Payroll will process a mass termination as of June 1, 2026. Final paychecks will be available on the regularly scheduled payday (June 15).

Finals Week: May 9th through May 15th (LAST WEEK GRADUATING STUDENTS CAN WORK)

PAYCHECK PICK-UP

Master Payday (Friday, May 29): The Cashiers' Office (SSB 121-East-1160, 1st floor, window 4) will release paychecks to designated Paycheck Coordinators from 3:00 PM to 4:00 PM. Paycheck Coordinators may distribute paychecks to employees on or after 4:00 PM. Refer to the [2026 Pay Schedule](#) for all future master pay dates.

Positive Payday (Friday, May 15): The Cashiers' Office (SSB 121-East-1160, 1st floor, window 4) will release paychecks to designated Paycheck Coordinators from 9:00 AM – 10:00 AM. Paycheck Coordinators may distribute paychecks to employees immediately. Refer to the [2026 Positive Pay Schedule](#) for all future pay dates.

***Special Paycheck Pickup for Student Assistants (Limited Impact)**

- **Graduating students:** If a ServiceNow ticket was submitted on time, April and/or May paychecks will be available for pickup at HR CSC (SSB 121-West, 2nd floor) on the student's separation date, between 10:00 AM and 4:00 PM.
 - **Non-graduating students:** This temporary pickup arrangement applies **only to students who normally pick up paychecks in Buildings 1, 5, 6, 8, or 9 (excluding IT)**, due to restricted access during Commencement. Impacted students will receive an email notification with this information. April paychecks will be available for pickup on **Friday, May 15, from 9:00 AM to 4:00 PM in SSB 121-West, 1st floor, Rooms 1967 and 1969.**
-

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.

CHRS PAYROLL DEADLINES

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.

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.

Absence Reporting and Approvals – May 2026 Pay Period

- Enter and approve absences for staff and faculty by the **last business day of the pay period**.
 - *Example:* For May, enter and approve absences by **May 29**.
- Docks must be entered in CHRS by May 19 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.

Reporting and Approving Hours in Timesheet – May 2026 Pay Period

- Hourly employees (including Student Assistants and Rehired Annuitants) must enter time worked by the **last day of the 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 May time by **May 31**. Review and Approve time by **June 5**.
 - Please refer to the [Positive Pay Schedule](#) or [Student Assistant Pay Schedule](#) for specific deadlines.
-

FISCAL YEAR END

The last payroll run for 2025/26 FY is in mid-June. Due to the fiscal year end, payroll must receive all documents **no later than May 8, 2026**, to allow time to process before 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.

16th UNIT CERTIFICATION FOR MAY (JOB CODE 2403)

Job code 2403 is a 12-month classification and time worked is based on the state pay period calendar and not the academic year calendar. During pay periods where the semester begins or ends, certification will be in units of days.

May 2025 pay period (05/01/26 – 05/22/26) → Certify for 16 days

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.

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

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](#).

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.
-

i [NEED ASSISTANCE?](#)

- [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.