

Payroll Pointers – June 2026

JUNE 2026 PAY PERIOD

Nonacademic employees: **June 1 through June 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.

May 29	Deadline for employees to enter May payable time in CHRS
May 29	Deadline to enter <i>and</i> approve May absences in CHRS
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
June 12	All employment/pay actions due (e.g., appointments, pay changes, time base changes, etc.)
June 15	POSITIVE PAYDAY – Student, hourly, overtime, and shift differential pay for May. Paycheck Coordinators must pick up checks from 9:00 AM – 10:00 AM at the Cashier’s Office and distribute them to employees immediately.
June 17	Deadline to report docks in CHRS – Notify Payroll Services of docks occurring after this deadline
June 18	Master Payroll Certification Report due—available in PeopleSoft CS (link in MyCPP Employee Center)
June 19	Campus Closure – Holiday Observed
June 30	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.
June 30	Deadline to enter <i>and</i> approve June payable time in CHRS
June 30	Deadline for employees to enter <i>and</i> approve June absences in CHRS
July 01	Direct Deposit Posting Date for June 2026 Master Payday
July 01	Positive Payroll certifications due for June (e.g., Excess Hours, Expired ADO & Holiday Credit payout)
July 03	Campus Closure – Holiday Observed
July 05	Deadline to review <i>and</i> approve June 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](#).

ACADEMIC EMPLOYEES

Final Paychecks: During the months of June, July and August, final paychecks for academic employees will be released to department on the scheduled master payday.

New Employees- Summer Term: New employees hired for the summer term should complete all new hire documentation no later than the first day of work.

Newly hired faculty or lecturer employees may contact the HR Customer Service Center at hrcsc@cpp.edu to schedule an appointment to complete the hiring process. Please include “Summer Faculty Hire” in the email subject line and attach a copy of the summer contract provided by the hiring department.

Prior to the appointment, employees must claim their Bronco email account. Employees may claim their account using the following link:

Bronco Account Claim- https://apps.cpp.edu/idm/user_claim.aspx

Appointments will be conducted using a combination of audio and video. Departments are encouraged to communicate these requirements to new hires as early as possible to ensure timely onboarding and payroll processing.

SUMMER SESSION APPOINTMENT AND PAYDAYS

As part of the transition to CHRS (Common Human Resources System) and updated payroll practices, summer instructional pay for both state-support and self-support courses will be issued **after the completion of work for each session**, rather than on a monthly basis.

In lieu of a Payroll Certification Report, colleges are asked to provide payroll with a copy of the **Transaction Status Report** for each session after all appointments have been entered and approved.

Teaching Faculty (Tenure Track and Lecturers): Class Code 2357

Session	Appointment Start Dates	Appointment End Dates	CHRS Payroll Approvals	Paydays
1 st 5 Week	06/03/2026	07/07/2026	07/02/2026	07/30/2026
2 nd 5 Week	07/09/2026	08/11/2026	07/24/2026	08/31/2026
10 Weeks	06/03/2026	08/14/2026	07/02/2026	08/31/2026

Departments must upload all supporting documentation to:

Stipends (2403-4660 & Substitute Voucher) → [Department Stipends Folder] → Summer 2026_Department Chairs (2403)

Teaching Faculty (Department Chairs): Class Code 2403

Work Period	Appointment Start Dates	Appointment End Dates	Paydays
May- June	05/2026	06/2026	06/30/2026
May- July	05/2026	07/2026	06/30/2026, 07/30/2026
May- August	05/2026	08/2026	06/30/26, 07/30/26, 08/31/26

Please ensure appointments and support documentation are submitted timely to avoid delays in processing and payment.

STUDENT SUMMER EMPLOYMENT (JUNE 1, 2026, through AUGUST 31, 2026)

The Tableau eligibility report is available for review. Classifications and number of work hours are determined as follows:

- Bridge Student Assistants not enrolled in any classes may work up to 40 hours per week; regardless of the number of jobs held.
- Bridge Student Assistants enrolled in less than 6.0 units (Undergrad) or 4.0 unites (Graduate) may work up to 20 hours per week, regardless of the number of jobs held.
- Students currently not employed by your department may begin working as early as **May 18**.

PAYCHECK PICK-UP

Positive Payday (Monday, June 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.

Master Payday (Tuesday, June 30): 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.

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 – June 2026 Pay Period

- Enter and approve absences for staff and faculty by the **last business day of the pay period**.
 - *Example:* For June, enter and approve absences by **June 30**.
- Docks must be entered in CHRS by June 17 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 – June 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 June time by **June 30**. Review and Approve time by **July 5**.
 - Please refer to the [Positive Pay Schedule](#) or [Student Assistant Pay Schedule](#) for specific deadlines.
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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](#).

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?](#)

- [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.