Payroll Pointers – January 2026

JANUARY 2026 PAY PERIOD

Nonacademic employees: **January 01 through January 29 (21 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 01	**New Year's Day Observed – Campus Closed**
Jan 02	Direct Deposit Posting Date for December 2025 Master Payday
Jan 02	**December Master Paychecks that were not picked up on December 31, 2025, will be released to authorized Paycheck Coordinators at the Cashier's Office from 9am-10am. Paycheck Coordinators must distribute these checks to employees immediately.**
Jan 02	Positive Payroll certifications for December due (e.g., hourly, overtime, excess hours, etc.)
Jan 05	Last day for student employees to enter/correct punches in Timesheet for December
Jan 07	Last day for departments to review and approve student time in PeopleSoft for December
Jan 07	Last day for departments to enter hourly, overtime, and shift differential in PeopleSoft for December
Jan 08	Last day to enter and approve absences for staff/faculty for December and prior 3 months
Jan 14	All employment/pay actions due (e.g., appointments, pay changes, time base changes, etc.)
Jan 15	**POSITIVE PAYDAY – Student, hourly, overtime, and shift differential pay for December. Paycheck Coordinators must pick up checks from 9am-10am at the Cashier's Office and distribute them to employees immediately.**
Jan 16	LAB Report available
Jan 19	**Martin Luther King Jr. Day Observed – Campus Closed**
Jan 20	**Report docks in PeopleSoft – Notify Payroll Services of docks occurring after this deadline**
Jan 21	Master Payroll Certification Report due
Jan 29	**MASTER PAYDAY – Salaried pay for January. Paycheck Coordinators must pick up checks from 3pm-4pm at the Cashier's Office and distribute them to employees after 4pm.**
Jan 30	Direct Deposit Posting Date for January 2026 Master Payday
Jan 30	Positive Payroll certifications for January due (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

2025 W-2 STATEMENT

- The 2025 W-2s will be mailed directly to employees by the State Controller's Office (SCO) by January 31, 2026.
- Mailing addresses that were incorrect or updated after the December 5, 2025 cutoff, may be routed to Payroll Services causing a delay in employees receiving the physical W-2 form.
- Electronic W-2 forms will be available to view (and download for those who are opted in for paperless W-2) in Cal Employee Connect (CEC) by mid-January.
- For more information regarding how to opt in for paperless W-2, please visit the Payroll Services website.

2026 MINIMUM WAGE INCREASE

Effective January 1, 2026, California minimum wage increased to $16.90 per hour. To coincide with this increase, CSU will increase the salary range minimums of affected CSU classifications effective January 1, 2026. For those who have pay rates of less than $16.90 per hour or $2930 per month (base salary), Payroll Services will update all job records with the new pay rate.

CAMPUS CLOSURE – DECEMBER 31, 2025

Please ensure that all employees have entered their applicable leave credits (PH, vacation, CTO) for December 31, 2025.

Employees who worked on December 31, 2025 must submit the Holiday Closure Work Authorization Form to Payroll Services by **Thursday, January 8, 2026** and do <u>not</u> need to enter leave credits unless they are non-exempt and worked only a partial day. In addition, employees do not need to complete this form if they are on an alternate or compressed work schedule and December 31 was their regular day off.

GOVERNOR'S INFORMAL TIME OFF – DECEMBER 24, 2025

In celebration of the 2025 holiday season, Governor Newsom authorized up to four hours of informal time off for state employees on December 24, 2025. Additionally, by authority granted by Chancellor Garcia, Interim President Levine authorized an additional four hours of informal time off to supplement what was provided by the Governor.

Except for employees in critical operations who were required to work that day, all other employees scheduled to work on December 24, 2025, were granted the full day off and did not need to use leave credits for any part of the day.

Employees required to work all or part of the day were granted the equivalent informal time off on another day, to be used prior to **June 30, 2026**. This informal time off may not be considered as compensatory time off (CTO) and is not compensable in cash. This informal time off must be tracked at the department level and is not reported in PeopleSoft.

Hourly employees, other than those in student classifications, should be permitted informal time off based on the following table, provided that the employee was scheduled to work on December 24, 2025, and was still on active payroll status on that date:

Hours Scheduled in December Pay Period	Hour Off
1 - 43	1
44 - 87	2
88 or more	4

ANNUAL VACATION CARRYOVER MAXIMUM

Once the December Absence Management (AM) calendar is finalized in mid-January, the system will automatically remove any vacation hours in excess of the carryover maximums (including the December accrual), in accordance with the employee's collective bargaining agreement (CBA) or Title 5 for non-represented employees.

If an employee meets the eligibility criteria to carry over more than the maximum into the next calendar year, a Vacation Carryover Request form must be submitted to Payroll Services by **January 31, 2026**. The form must specify how many hours are approved to carry over above the maximum and include both the HEERA manager's and the division's VP's approval signatures.

Once the January AM calendar is opened and the approved form is received, Payroll will process a manual adjustment to reinstate the approved carryover hours. Employees will be able to view the reinstated hours in "Employee Balance Inquiry", accessible via the "View Absence Balance" link in MyCPP – Employee Center. These hours must be used by either **March 31** or **June 30**, depending on the employee's CBA or Title 5, to prevent forfeiture.

For those who would like to donate their excess vacation hours to employees experiencing a catastrophic illness or injury, up to 40 hours may be donated through the Catastrophic Leave Donation Program.

To donate, please complete the Catastrophic Leave Donation Form and submit it to Mary Martinez at mamartinez@cpp.edu by **January 31, 2026**. In the email, please indicate that the donated hours should be applied to the December pay period. There is no need to specify a recipient — the donation will be directed to a qualifying employee in need of this valuable support. Questions regarding the donation process may be directed to Mary Martinez.

FACULTY VACATION USAGE

After one full year of employment, a faculty unit employee in a 10-month or 12-month classification shall take at least forty (40) hours of vacation each calendar year. Any part of the forty (40) hours not taken during the calendar year shall be forfeited as of January 1 of the subsequent year. Payroll Services will make any necessary adjustments to faculty vacation balances. Refer to Article 34.7.

ANNUAL COMPENSATORY TIME OFF (CTO) MAXIMUM

As of December 31, CTO-eligible employees may carry over a maximum amount of CTO into the next calendar year in accordance with their collective bargaining agreement or CSU policy for non-represented employees. Any CTO hours exceeding the maximum carryover balance at the end of December will be removed from their balance and paid out by **February 1, 2026**.

DOCUMENTING HOLIDAYS – NON-ACADEMIC EMPLOYEES

Employee Works on a Holiday

Refer to the applicable collective bargaining agreement or CSU policy to determine if the employee is eligible for cash, Holiday Credit, or Holiday CTO, and if it at the straight-time rate or premium rate.

- **Holiday Pay and Retirement:**
  - ➢ If employees are required to work on holidays due to 24/7 operations (e.g., law enforcement), Holiday Pay is subject to retirement withholding (use H5/HG5 or H6/HG6 time reporting codes in PeopleSoft).
  - ➢ If work is due to workload or project needs, Holiday Pay is **not reportable to CalPERS** – use OTPR/OTST time reporting codes in PeopleSoft until further notice.

Holiday Falls On a Regular Day Off

When a holiday falls on an employee's non-workday due to an alternate or compressed work schedule, the employee shall be entitled to a day equal to his/her normal workday.

- **Alternate Day Off (ADO)**
  - ➢ CSUEU (Units 2, 5, 7, 9) – The holiday must be used on the employee's next workday, subject to operational needs of the campus, or within one hundred and eighty (180) days after the holiday is observed. If an employee is unable to take the holiday within one hundred and eighty (180) days due to operational needs, the holiday is paid.

- APC (Unit 4), Teamsters (Unit 6), and non-exempt Confidential (C99) – This holiday must be rescheduled by agreement of the employee and the administrator and used within ninety (90) days after the holiday is observed, so that the holiday shall not be lost.

- When an employee earns an ADO, report as absence type *Holiday ADO Expiring Earn.* Enter "**1**" in the partial hours. When the employee takes the ADO, report as absence type *Holiday ADO Expiring Take*. Enter "**1**" in the partial hours.

- **Holiday Credit (HC)**

  - UAPD (Unit 1) – Holiday Credit must be used on the employee's next work day, subject to the operational needs of the campus, or within one hundred and eighty (180) days after the holiday was observed. If an employee has been unable to take their holiday within one hundred eighty (180) days due to operational need, the employee shall be paid for the holiday.

  - SUPA (Unit 8) – Compensation at the amount equal to their normal workday may be in the form of cash (salary) or Holiday Credit, which shall be included with the one hundred (100) hours that may be accrued under provision 19.4 b. Holiday Credit shall be used or paid out within one (1) year of the Holiday Credit being earned.

  - When an employee earns holiday credit because the holiday was on his/her scheduled day off, report as absence type *Holiday Credit Earn – Straight* and enter the number of hours equal to their normal workday in the partial hours field. When the employee takes the holiday credit, report as absence type *Holiday Credit Take.*

A Compensatory Time Off, Alternate Day Off, Holiday Credit Authorization Form must be completed for departmental records.

ACADEMIC YEAR (AY) FACULTY EMPLOYEES

January Payroll Certification
Temp faculty with a *fall only* appointment will receive their residual paychecks in January and February. Please certify them for "STD" on the January 2026 payroll certification report.

First Paycheck for Spring 2026
AY faculty appointed in Spring 2026 will begin the semester on January 16, 2026. The first paycheck will be issued on March 1, 2026 (direct deposit posting date is March 2, 2026). This applies to all AY tenure and tenure track faculty, lecturers, and teaching associates.

2026 Winter Session
For colleges with winter terms, payroll certifications are due by January 12, 2026, and pay will be released on payday, January 29, 2026.

New Faculty
New faculty must complete their onboarding documents at the HR Customer Service Center (CSC) on or before they start work for the Spring 2026 semester. All new employees are required to complete an Employment Eligibility Verification Form (I-9) within 72 hours from the date of hire to establish their identity and eligibility to work in the United States. Returning employees who do not have a current I-9 Form on file may also be required to complete the form. For more information, or to book an appointment, visit the New Employee Onboarding website or contact HR CSC at (909) 869-3733 or at hrscsc@cpp.edu.

16TH UNIT CERTIFICATION FOR JANUARY (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.

January 2026 pay period (01/16/26 – 01/29/26) → Certify 16th unit for <u>10 days</u>

STUDENT WORK HOURS

CSU policy states when school is in session, Student Assistants may work up to, **but not exceed, 20 hours per week, including between multiple jobs**. When school is not in session due to semester academic breaks and summer recess, Student Assistants may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime.

The regular work week for the campus is from 12:01 a.m. on Sunday through midnight the following Saturday. Please schedule your student's work hours accordingly. Reporting more than 20 hours in the work week will result in a "High Exception" for the date where the over-maximum hours are reported. The hours reported for that date will not move to Payable Time, therefore the hours cannot be approved until it is resolved.

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 ServiceNow ticket to request new or modified access for Timekeepers and Approvers.

   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.