



Payroll Pointers – July 2026

JULY 2026 PAY PERIOD

Nonacademic employees: **July 1 through July 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.

Jun 30	Deadline for employees to enter June payable time in CHRS
Jun 30	Deadline to enter <i>and</i> approve June absences in CHRS
Jul 01	Direct Deposit Posting Date for June 2026 Master Payday
Jul 01	Positive Payroll certifications due for June (e.g., Excess Hours, Expired ADO & Holiday Credit payout)
Jul 03	Campus Closure – Holiday Observed
Jul 05	Deadline to review <i>and</i> approve June payable time in CHRS (Note: July 5 is a Sunday)
Jul 08	All employment/pay actions due (e.g., appointments, pay changes, time base changes, etc.)
Jul 15	POSITIVE PAYDAY – Student, hourly, overtime, and shift differential pay for June. Paycheck Coordinators must pick up checks from 9:00 AM – 10:00 AM at the Cashier’s Office and distribute them to employees immediately.
Jul 21	Deadline to report docks in CHRS – Notify Payroll Services of docks occurring after this deadline
Jul 22	Master Payroll Certification Report due—available in PeopleSoft CS (link in MyCPP Employee Center)
Jul 30	MASTER PAYDAY – Salaried pay for July. 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.
Jul 30	Deadline for employees to enter July payable time in CHRS
Jul 30	Deadline for employees to enter <i>and</i> approve July absences in CHRS
Jul 31	Direct Deposit Posting Date for July 2026 Master Payday
Aug 01	Positive Payroll certifications due for July (e.g., Excess Hours, Expired ADO & Holiday Credit payout)
Aug 05	Deadline to review <i>and</i> approve July payable time in CHRS

CSUEU and TEAMSTERS – CBA UPDATE

Communication was recently sent to management regarding the expiration of the CSUEU and Teamsters' Collective Bargaining Agreements (CBAs) on June 30, 2026. While most contract provisions will remain status quo during negotiations, there is one important change that impacts CSUEU-represented employees.

Effective July 1, 2026:

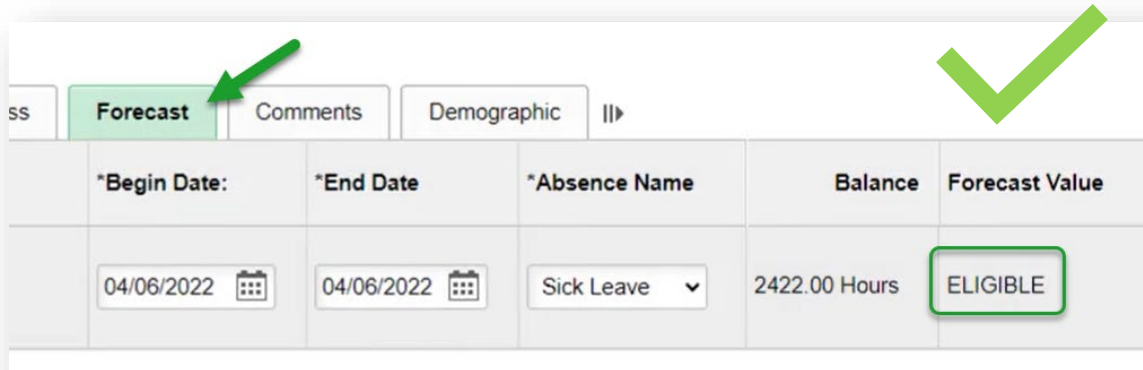
- **CSUEU (Unit 2, 5, 7, 9):** Non-exempt employees may no longer earn Compensatory Time Off (CTO) in lieu of cash for overtime worked.
 - Previously accrued CTO may continue to be used in accordance with existing policies.
 - Overtime worked on or after July 1, 2026, must be paid in cash and must be reported in Timesheet using the appropriate overtime TRCs (**OTPR/OTST**). Overtime must not be reported as CTO (TRCs: **CTPR/CTST**).
- **Teamsters- represented employees:** There is no change at this time. Employees may continue to earn and use CTO in accordance with current practices.

If you have any questions payroll processing, please submit a [Payroll Services Inquiry Form](#). Questions regarding the collective bargaining agreements, contract negotiations, or labor relations matters should be directed to Employee/Labor Relations at elr@cpp.edu.

CHRS ABSENCE FORECAST – KNOWN ISSUE

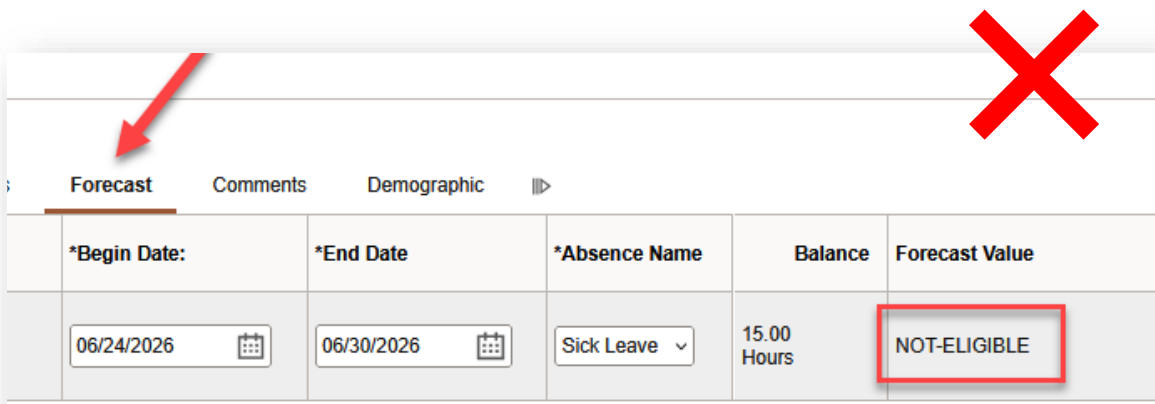
CHRS currently allows absence entries to go through even if an employee doesn't have sufficient balance. CHRS Operations team is actively working on a permanent system fix, but in the meantime, the following workaround is suggested:

When entering or approving an absence on behalf of an employee, managers and timekeepers must check the Forecast Tab first.



A screenshot of the CHRS Forecast Tab interface. A green arrow points to the 'Forecast' tab, and a large green checkmark is in the top right corner. The form displays the following data:

*Begin Date:	*End Date	*Absence Name	Balance	Forecast Value
04/06/2022	04/06/2022	Sick Leave	2422.00 Hours	ELIGIBLE



A screenshot of the CHRS Forecast Tab interface. A red arrow points to the 'Forecast' tab, and a large red X is in the top right corner. The form displays the following data:

*Begin Date:	*End Date	*Absence Name	Balance	Forecast Value
06/24/2026	06/30/2026	Sick Leave	15.00 Hours	NOT-ELIGIBLE

If the forecast value says NOT-ELIGIBLE, then the Absence Name must be changed to a different leave credit that is available, or the employee may need to be docked. Refer to the [Maintain Absences \(Manager/Timekeeper\)](#) knowledge base article for more information.

HOLIDAY FALLS ON A REGULAR DAY OFF

When a holiday falls on an employee's non-workday due to a 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.

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 19.4b. Holiday Credit shall be used or paid out within one (1) year of the Holiday Credit being earned.

Reminder: A [Compensatory Time Off, Alternate Day Off, Holiday Credit Authorization Form](#) must be completed for departmental records.

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 employees may contact the HR Customer Service Center at hrrscsc@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 APPOINTMENTS 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**.

Instructional Appointment (Tenured/Tenure-Track Faculty and Lecturers)

Job Code: 2357 (self-support) and 2457 (state-support)

Appointment Entry and Approval: CHRS TAE Module

Session	Appointment Start Dates	Appointment End Dates	Payroll Deadline	Payday
1 st 5 Weeks	06/03/2026	07/07/2026	07/02/2026	07/30/2026
2 nd 5 Weeks	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

Certification: In lieu of a payroll certification, colleges are asked to provide payroll with a copy of the Transaction Status Report for each session after all appointments have been entered. This is due by the payroll deadline provided in the table above.

Summer Department Chairs/Faculty Directors (Non-Instructional Appointment)

Job Code: 2403

Appointment Dates: Varies from 05/26/26 through 08/14/26

Pay Installment	Pay Period Worked	Payday
1 st Installment	May and/or June	06/30/26
2 nd Installment	July	07/30/26
3 rd Installment	August	08/31/26

Certification: Submit Faculty – Additional Employment (Job Code 2403) form and certification memo to Payroll by 05/22/26. Documents must be placed in the following folder: ***Stipends (2403-4660 & Substitute Voucher)*** → ***[Department Stipends Folder]*** → ***Summer 2026_Department Chairs (2403)***

For more details, please review the [2026 Summer Session Appointments and Pay Schedule](#) on the Payroll website.

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 total across all student employment positions. This limit applies regardless of the number of jobs held.
- Bridge Student Assistants enrolled in less than 6.0 units (Undergrad) or 4.0 units (Graduate) may work up to 20 hours per week total across all student employment positions. This limit applies regardless of the number of jobs held.
- Students currently not employed by your department may begin working as early as **May 18**.

STUDENT EMPLOYMENT WORKSHOP (2026/2027 ACADEMIC YEAR)

Payroll Services will be hosting an upcoming workshop designed to guide departments through the student employment hiring process from start to finish. This session will cover key steps, requirements, and best practices to support a successful hiring process and is ideal for anyone involved in hiring or managing student employees.

Workshop Details:

- Date: Wednesday, July 29, 2026
 - Time: 2:00 PM-4:00 PM
 - Location: Zoom ([register here](#))
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PAYCHECK PICK-UP

Positive Payday (Wednesday, July 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 (Thursday, July 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.

Absence Reporting and Approvals – July 2026 Pay Period

- Enter and approve absences for staff and faculty by the **last business day of the pay period**.
 - *Example:* For July, enter and approve absences by **July 30**.
- Docks must be entered in CHRS by July 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.

Reporting and Approving Hours in Timesheet – July 2026 Pay Period

- Hourly employees (including Student Assistants and Retired 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 July time by **July 30**. Review and Approve time by **August 5**.
 - Please refer to the [Positive Pay Schedule](#) or [Student Assistant Pay Schedule](#) for specific deadlines.
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CHRS TRAINING RESOURCES

Need a refresher on CHRS? Whether you're an employee, student assistant, manager, or timekeeper, training resources are available to help you navigate the system.

All [CHRS demos](#) were recorded and are available for on-demand viewing. You can also access presentation slides, job aids, and other training material through the [CHRS website](#) and [CHRS Knowledge Base](#).

[CHRS Resources by Role:](#)

- **Employee (all):** CHRS Job Aids for Staff, Faculty and Management Employees to Manage Profile, Time and Benefits
 - **Employee (Hourly, Overtime, Shift Differential):** CHRS Job Aids for Hourly Employees and/or eligible for Overtime and Shift Differential (Enter Time Worked in Timesheet)
 - **Student Employee:** CHRS Job Aids for Student Employees to Enter their Time Worked in Timesheet
 - **Timekeeper:** CHRS Job Aids for Timekeepers to Manage Time and Workforce Administration
 - **Manager:** CHRS Job Aids for Managers to Manage Time and Workforce Administration
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FREQUENTLY USED RESOURCES

- [PeopleSoft – HR: User Access Form](#): To add, modify, or delete Timekeeper/Approver access in CHRS. Temporary proxy approver delegations may also be requested using this form.

- [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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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.

