

Payroll Pointers – August 2026

AUGUST 2026 PAY PERIOD

Nonacademic employees: **July 31 through August 31 (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.

Jul 30	Deadline for employees to enter July payable time in CHRS
Jul 30	Deadline to enter <i>and</i> approve July absences in CHRS
Jul 31	Direct Deposit Posting Date for July 2026 Master Payday
Jul 31	Positive Payroll certifications due for July (e.g., Excess Hours, Expired ADO & Holiday Credit payout)
Aug 04	Deadline to review <i>and</i> approve July payable time in CHRS
Aug 07	All employment/pay actions due (e.g., appointments, pay changes, time base changes, etc.)
Aug 14	POSITIVE PAYDAY – Student, hourly, overtime, and shift differential pay for July. Paycheck Coordinators must pick up checks from 9:00 AM – 10:00 AM at the Cashier’s Office and distribute them to employees immediately.
Aug 20	Deadline to report docks in CHRS – Notify Payroll Services of docks occurring after this deadline
Aug 21	Master Payroll Certification Report due—available in PeopleSoft CS (link in MyCPP Employee Center)
Aug 31	MASTER PAYDAY – Salaried pay for August. 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.
Aug 31	Deadline for employees to enter August payable time in CHRS
Aug 31	Deadline to enter <i>and</i> approve August absences in CHRS
Sep 01	Direct Deposit Posting Date for August 2026 Master Payday
Sep 01	Positive Payroll certifications due for August (e.g., Excess Hours, Expired ADO & Holiday Credit payout)
Sep 04	Deadline to review <i>and</i> approve August payable time in CHRS (Note: September 5 th is a Saturday)

CSUEU AND TEAMSTERS – CBA UPDATE

Employee/Labor Relations recently provided management with updated guidance regarding Compensatory Time Off (CTO) following the expiration of the CSUEU and Teamsters Collective Bargaining Agreements (CBA) on June 30, 2026.

Effective immediately:

➤ **CSUEU (Unit 2, 5, 7, 9)**

- CSUEU-represented employees may once again accrue CTO in accordance with the applicable CBA and current practices.
- Managers may determine whether overtime will be compensated as cash or CTO, in accordance with the applicable CBA.
- **July CTO Accruals:** If an employee accrued CTO during July that was identified for cash payout based on previous guidance, the employee may request—and the manager may approve—that those hours be accrued as CTO instead.

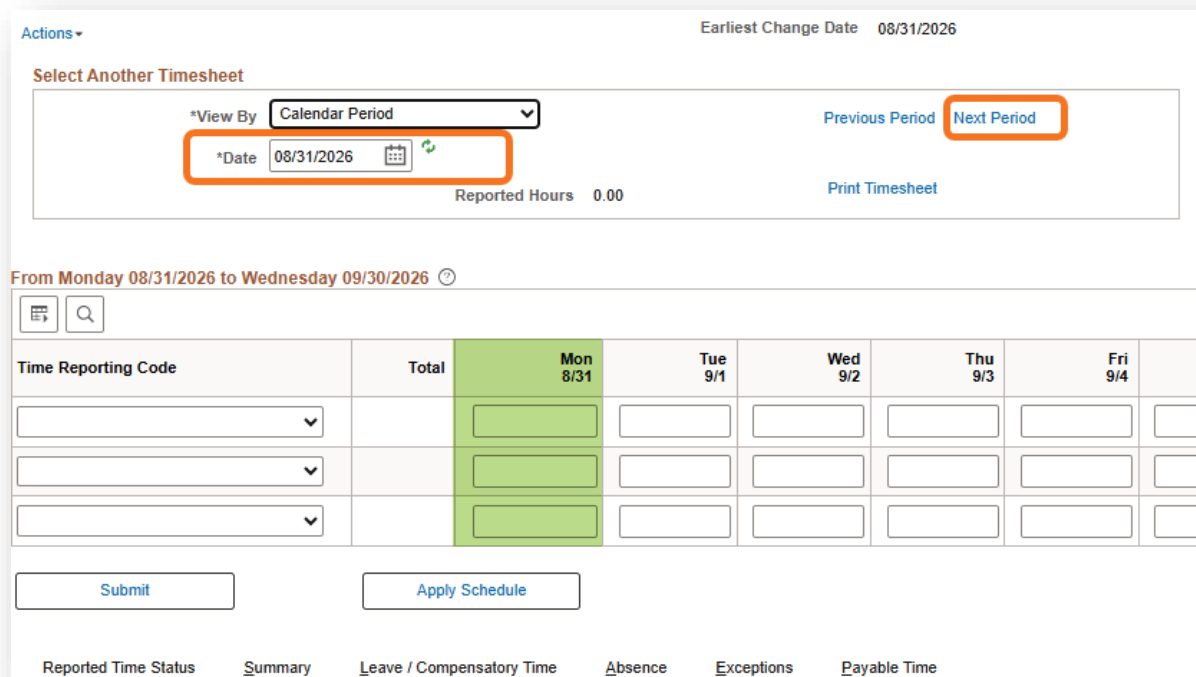
➤ **Teamsters-Represented Employees**

- There is no change to CTO. Employees may continue to earn and use CTO in accordance with current practices.

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

CHRS TIMESHEET – AUGUST 31 TIME ENTRY

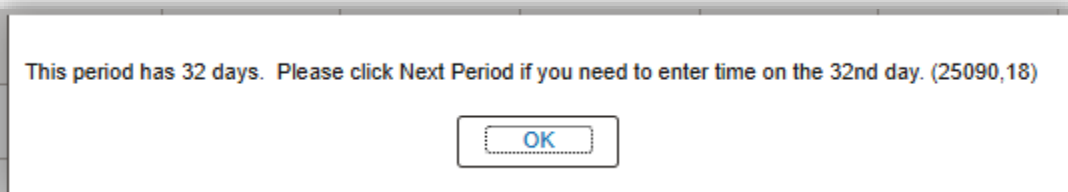
The August pay period includes 32 calendar days; however, the Timesheet template in CHRS can display a maximum of 31 days per pay period. As a result, August 31, 2026, will not display with the August pay period and will instead appear with the September pay period in CHRS.



The screenshot shows the CHRS Timesheet interface. At the top, there's a header with "Actions" and "Earliest Change Date 08/31/2026". Below this, a section titled "Select Another Timesheet" contains a form. In this form, the "*View By" dropdown is set to "Calendar Period". The "*Date" field is set to "08/31/2026" and is highlighted with an orange box. To the right of the date field are two buttons: "Previous Period" and "Next Period", with "Next Period" also highlighted by an orange box. Below the date field, it says "Reported Hours 0.00" and a "Print Timesheet" link. Further down, a date range is shown: "From Monday 08/31/2026 to Wednesday 09/30/2026". Below this is a table with columns for "Time Reporting Code", "Total", and days of the week: "Mon 8/31", "Tue 9/1", "Wed 9/2", "Thu 9/3", "Fri 9/4". The "Mon 8/31" column is highlighted in green. At the bottom of the form, there are "Submit" and "Apply Schedule" buttons. Below the form, there are several tabs: "Reported Time Status", "Summary", "Leave / Compensatory Time", "Absence", "Exceptions", and "Payable Time".

Please keep the following in mind:

- The August 31 time-entry field will not be available until August 31, 2026.
- Hourly employees who work on August 31 must enter time worked for that day by either:
 - Clicking “Next Period” to navigate to the Timesheet containing August 31; or
 - Entering 08/31/2026 in the date field.
- When navigating between pay periods, you may see the following pop-up notification:



The screenshot shows a pop-up notification box with the text: "This period has 32 days. Please click Next Period if you need to enter time on the 32nd day. (25090,18)". Below the text is an "OK" button.

Important: Although August 31 appears as part of the September pay period on the CHRS Timesheet, it is actually part of the August pay period for payroll purposes. Any time worked on August 31 will therefore be processed and paid with the August payroll.

ALTERNATE WORK SCHEDULES (AWS) – REMINDER

As a reminder, the University's standard work schedule for most management and staff employees is Monday through Friday, 8:00 AM to 5:00 PM, with a one-hour meal period.

For part-time employees, the standard schedule is generally Monday through Friday beginning at 8:00 AM, with the end time based on the employee's FTE. For example, the standard schedule for a 0.5 FTE employee is Monday through Friday, 8:00 AM to 12:00 PM (4 hours per day).

A work schedule that differs from the University's standard schedule is considered an Alternate Work Schedule (AWS). Certain departments or positions may regularly work alternate work schedules based on operational needs.

Alternate Work Schedule Requirements

Please keep the following requirements in mind when requesting or approving an AWS:

- Alternate and compressed work schedules must comply with the provisions of the employee's applicable [Collective Bargaining Agreement](#) (CBA). Some CBAs identify specific alternate or compressed work schedules that employees may be permitted to work. Please review the applicable CBA before submitting an AWS request.
- AWS requests must include the proposed work schedule and specific beginning and ending dates. Requests are temporary and may not exceed one year. The end date may not be listed as "ongoing."
- The proposed schedule must total the appropriate number of work hours based on the employee's FTE (e.g., 40 hours per week for a full-time employee).
- Vacation and sick leave usage is charged based on the employee's approved work schedule. For example, an employee scheduled to work 10 hours who takes the entire day off will be charged **10 hours of applicable leave**.
- Employees return to their regular work schedule upon expiration of an approved AWS unless a new AWS request is approved.

Updated Alternate Work Schedule Form

The [Alternate Work Schedule Form](#) was recently updated and is available on the Payroll Services website. The form must be signed by the employee's HEERA Manager and Associate Vice President/Dean (or designee) before it is submitted to Payroll Services. An additional organizational approval signature line has also been added for divisions that require Vice President approval.

Important: Some divisions may have an internal process for requesting or tracking alternate work schedules, such as submitting information through Qualtrics. Completion of an internal divisional process does not replace the requirement to submit the approved Alternate Work Schedule Form to Payroll Services (payroll@cpp.edu). The approved form must be on file with Payroll Services before the effective date to ensure the employee's work schedule is updated appropriately in CHRS.

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 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 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**.

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

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: Faculty Additional Employment (Job Code 2403) form and certification memos were due 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.

STUDENT SUMMER EMPLOYMENT (JUNE 1, 2026 – 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.

STUDENT EMPLOYMENT – 2026/27 ACADEMIC YEAR

Payroll Services recently conducted a workshop to guide departments through the student employment hiring process from start to finish. Below are key updates and reminders for the upcoming academic year.

Key Improvements

The new student employment process includes:

- One centralized electronic form replacing multiple paper/PDF forms
- Automated email notifications throughout the hiring process
- Real-time status tracking for departments
- A streamlined submission process to improve efficiency and visibility

Federal Work-Study Program

The funding allocation has changed for the 2026-27 academic year:

- **Federal Work-Study:** 85%
- **Department Contribution:** 15%

New Hires and Fall Employment Start Dates

Beginning with Fall 2026 hiring, all student employment requests must be submitted through the new [Student Employment Request Form](#) in Smartsheet.

Please note the following important Fall 2026 dates:

- **Fall 2026 Classes:** August 20 – December 6, 2026
- **August 10, 2026:** Earliest employment start date for new student hires who were not employed during the summer
- **September 1, 2026:** Earliest employment start date for students who worked during the summer

PAYCHECK PICK-UP

Positive Payday (Friday, August 14): 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 (Monday, August 31): 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

Absence Reporting and Approvals – August 2026 Pay Period

- Enter and approve absences for staff and faculty by the **last business day of the pay period**.
 - *Example:* For August, enter and approve absences by **August 31**.
- Docks must be entered in CHRS by **August 20** 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 – August 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 August time by **August 31**. Review and Approve time by **September 4**.
 - 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.

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.