

Payroll Pointers – September 2026

SEPTEMBER 2026 PAY PERIOD

Nonacademic employees: **September 01 through September 30 (22 days)**

Academic employees: **August 17 through September 30 (32 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.

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
Sep 07	Campus Closure – Holiday Observed
Sep 08	All employment/pay actions due (e.g., appointments, pay changes, time base changes, etc.)
Sep 15	POSITIVE PAYDAY – Student, hourly, overtime, and shift differential pay for August. Paycheck Coordinators must pick up checks from 9:00 AM – 10:00 AM at the Cashier’s Office and distribute them to employees immediately.
Sep 21	Deadline to report docks in CHRS – Notify Payroll Services of docks occurring after this deadline
Sep 22	Master Payroll Certification Report due—available in PeopleSoft CS (link in MyCPP Employee Center)
Sep 30	MASTER PAYDAY – Salaried pay for September. 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.
Sep 30	Deadline for employees to enter September payable time in CHRS
Sep 30	Deadline to enter <i>and</i> approve September absences in CHRS
Oct 01	Direct Deposit Posting Date for September 2026 Master Payday
Oct 01	Positive Payroll certifications due for September (e.g., Excess Hours, Expired ADO & Holiday Credit payout)
Oct 05	Deadline to review <i>and</i> approve September payable time in CHRS

ACADEMIC EMPLOYEES

The September paycheck is the first paycheck of the academic year. This applies to tenured, tenure-track, and lecturer faculty.

The September academic pay period is **August 17, 2026, through September 30, 2026**. The first paycheck for academic employees will be issued on **September 30, 2026**. Direct deposits will be posted on **October 1, 2026**; fund availability is dependent on the employee’s financial institution.

Certification: Certify the standard payment for all academic-year faculty unless the employee has a late start, dock, or time-base change effective after the beginning of the semester. If a change to the certification occurs after it has already been submitted to Payroll, please submit a revised certification.

✓ 16TH UNIT (JOB CODE 2403) – PAYROLL CERTIFICATION

Job Code 2403 is a 12-month classification. Time worked is based on the State Pay Period Calendar, not the academic calendar. During pay periods that overlap the beginning or end of the academic year, certification will be based on days worked.

- **August pay period** (August 17 – August 31) — **Certify 11 days**
 - **September pay period** (September 1 – September 30) — **Certify “Standard”**
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✓ DEPARTMENT CHAIR APPOINTMENTS IN CHRS (JOB CODE 2482) – PAYROLL CERTIFICATION

Beginning with the **September 2026 pay period**, CHRS will reflect Department Chairs under two separate appointments: one for their faculty position (**Job Code 2360**) and another for their Department Chair assignment (**Job Code 2482**).

Their total compensation will remain unchanged; however, their pay will be divided between two classifications and issued as **two separate payroll checks**. The employee’s combined time-base across the two appointments will remain full-time; however, the time-base for each individual appointment will be fractional to reflect the allocation between the faculty and Department Chair positions. Timekeepers must review, report, and **certify time under BOTH appointments**.

For the September pay period (August 17 – September 30):

- Instructional Faculty (Job Code 2360) — **Certify “Standard”**
- Department Chair (Job Code 2482) — **Certify “Standard”**

Note: Certify “Standard” unless the employee is on dock status during the pay period or another circumstance affects their pay.

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.

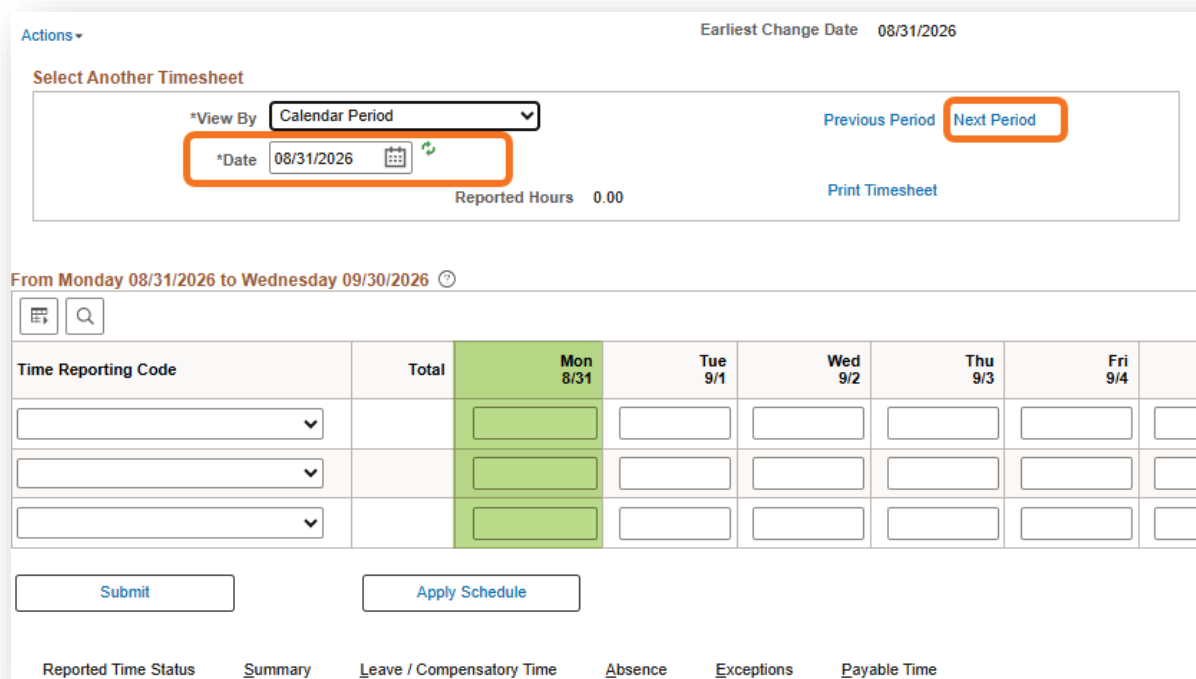
Holiday Credit (HC)

- 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.

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.



Actions ▾ Earliest Change Date 08/31/2026

Select Another Timesheet

*View By Calendar Period ▾

*Date 08/31/2026  

Previous Period Next Period

Reported Hours 0.00 Print Timesheet

From Monday 08/31/2026 to Wednesday 09/30/2026 ⓘ

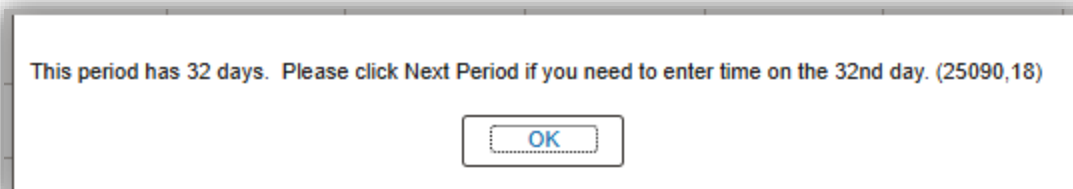
Time Reporting Code	Total	Mon 8/31	Tue 9/1	Wed 9/2	Thu 9/3	Fri 9/4	Sat 9/5
▾							
▾							
▾							

Submit Apply Schedule

[Reported Time Status](#) [Summary](#) [Leave / Compensatory Time](#) [Absence](#) [Exceptions](#) [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:



This period has 32 days. Please click Next Period if you need to enter time on the 32nd day. (25090,18)

OK

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.

VACATION LEAVE BALANCES

Please ensure all vacation leave taken is reported promptly in Absence Management so that leave balances remain accurate. Remind employees that **vacation hours exceeding the applicable carryover maximum must be used by December 31 to avoid forfeiture.**

To assist managers, timekeepers, and employees, a **Graduated Vacation Chart** is available on the **Absence Balance Inquiry** screen. The chart summarizes vacation accrual rates and maximum carryover limits by employee category. A job aid is also available in the [CHRS Knowledge Base](#) with step-by-step instructions for accessing the Absence Balance Inquiry in CHRS.

Vacation Carryover Requests

Employees who need to carry over vacation hours above the applicable maximum must submit a [Vacation Carryover Request Form](#), available on the Payroll Services website, to Payroll Services.

- Requests must be signed by the **HEERA manager and the division's vice president.**
- Completed forms must be received by Payroll Services **no later than January 31, 2027.**
- All vacation overages must be resolved by **March 31 or June 30, 2027**, depending on the employee group or bargaining unit.

Vacation requests are subject to the operational needs of the campus and must be approved by the appropriate administrator.

TIPS FROM THE CAL EMPLOYEE CONNECT TEAM

The following Cal Employee Connect (CEC) Multifactor Authentication (MFA) tips are provided by the CEC team and may help you and your employees successfully enable and use MFA in your CEC account.

1. **Choose an MFA app that generates a 6-digit verification code.** When selecting an MFA application (app), please make sure it generates a 6-digit verification code. Using an app that does not meet CEC's verification code requirements may result in the employee being locked out of their account.
2. **Use a personal phone.** CEC recommends enabling the CEC MFA app on a personal phone rather than a work phone. Some work phone MFA apps may require updates that can disrupt the MFA connection with the CEC account and result in the employee being locked out of their account.
3. **Do not delete the MFA app.** Once you download the Authenticator app to your smartphone, please do not delete it. The MFA app will generate the verification code needed to log in to your CEC account.
4. **Contact the CEC team if you experience MFA issues.** If you experience MFA issues or lose access to your MFA app, the CEC team will need to turn off MFA on your account. Please contact the CEC team through the [CEC Help & Feedback](#) link to submit a help inquiry using the following **Problem Category & Type**:

Help Submission Form

Problem Category:

Login/Account ▼

Problem Type:

Issues with Multifactor Authentication (MFA) ▼

For a list of free MFA apps that have been tested and recommended by CEC, please refer to the [CEC MFA User Guide](#) in the CEC Help & Feedback webpage under **Resources**:

 **Help & Feedback**

Need Assistance or Have Questions?
Please first refer to our [Connect - Frequently Asked Questions \(FAQs\)](#).

Resources
This area contains links to useful resources for state employees.

User Guides & eLearnings

- [Cal Employee Connect User Guide](#)
- [Multifactor Authentication \(MFA\) User Guide](#)
- [eLearning Paycheck Tutorial](#)
- [eLearning Tax Withholdings Change](#)
 - [Tax Withholdings Quick Start Guide](#)

PAYCHECK PICK-UP

Positive Payday (Tuesday, September 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 (Wednesday, September 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

Absence Reporting and Approvals – September 2026 Pay Period

- Enter and approve absences for staff and faculty by the **last business day of the pay period**.
 - *Example:* For September, enter and approve absences by **September 30**.

- Docks must be entered in CHRS by **September 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 – September 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 September time by **September 30**. Review and Approve time by **October 5**.
- Please refer to the [Positive Pay Schedule](#) or [Student Assistant Pay Schedule](#) for specific deadlines.

[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

[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.