



Payroll Pointers – October 2026

OCTOBER 2026 PAY PERIOD

Nonacademic employees: **October 01 through October 31 (22 days)**

Academic employees: **October 01 through October 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.

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
Oct 08	All employment/pay actions due (e.g., appointments, pay changes, time base changes, etc.)
Oct 15	POSITIVE PAYDAY – Student, hourly, overtime, and shift differential pay for September. Paycheck Coordinators must pick up checks from 9:00 AM – 10:00 AM at the Cashier’s Office and distribute them to employees immediately.
Oct 21	Deadline to report docks in CHRS – Notify Payroll Services of docks occurring after this deadline
Oct 22	Master Payroll Certification Report due—available in PeopleSoft CS (link in MyCPP Employee Center)
Oct 30	MASTER PAYDAY – Salaried pay for October. 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.
Oct 30	Deadline for employees to enter October payable time in CHRS
Oct 30	Deadline to enter <i>and</i> approve October absences in CHRS
Nov 02	Direct Deposit Posting Date for October 2026 Master Payday
Nov 02	Positive Payroll certifications due for October (e.g., Excess Hours, Expired ADO & Holiday Credit payout)
Nov 05	Deadline to review <i>and</i> approve October payable time in CHRS

ADMINISTRATIVE UPDATE: OVERTIME CODING CHANGES

The One Big Beautiful Bill Act (OBBBA) includes a temporary federal tax provision for qualified overtime through December 31, 2028. Beginning with the **September pay period**, Payroll will review overtime and absences reported, including paid holidays, to determine whether all or a portion of overtime is considered qualified or non-qualified for federal tax reporting purposes.

- **Qualified Overtime:** Overtime resulting from hours *physically* worked over 40 in a workweek, as required by the Fair Labor Standards Act (FLSA).
- **Non-Qualified Overtime:** Overtime resulting from collective bargaining agreement provisions that count paid leave or holidays as time worked when determining overtime eligibility.

The potential federal tax benefit for qualified overtime does not apply to the individual paycheck. All overtime payments will continue to be subject to applicable payroll taxes and withholding when paid. Qualifying overtime will be reported separately on Form W-2 (Box 14) and may be eligible for the federal tax benefit when the employee files their federal tax return. To ensure overtime is reported accurately on Form W-2, specific Time Reporting Codes (TRCs) must be used in CHRS to distinguish between qualified and non-qualified overtime.

There is no change to the timekeeping or approval process for employees, timekeepers, or managers. Please continue to enter, review, and approve time as you normally do. Employees should continue to report overtime and absences by the applicable deadlines.

Timekeepers and managers do not need to determine whether overtime is qualified or non-qualified. After the approval deadline, Payroll will review overtime entries and, when necessary, administratively adjust the TRCs to reflect any non-qualified overtime.

An overtime entry may be split into separate rows with different TRCs based on the circumstances of the workweek:

- **Qualified overtime:** OTPR
- **Non-qualified overtime:** OTST and OTH

These adjustments are administrative and do not require any action from timekeepers or managers.

Why timely reporting and approval is especially important: Payroll has a very narrow window after the approval deadline to review, identify, adjust, and process overtime before Positive Payday. Please ensure that all overtime and absences are reported and approved by the applicable deadlines. Timely reporting and approval helps ensure employees are paid accurately and on time.

For questions, please submit a [Payroll Services Inquiry Form](#).

CHRS UPDATES: ADO AND ADJUSTMENT/PAYDOWN TIME REPORTING CODES

CHRS Operations made updates to several Time Reporting Codes (TRCs) and set them to **Administrator Use Only**.

Beginning **October 1, 2026**, employees and timekeepers will no longer be able to enter **ADO** (Additional Day Off Earned) or **adjustment/paydown TRCs** for ADO, CTO, Holiday CTO, Holiday Credit, or Excess/Deficit Hours on the CHRS Timesheet.

For eligible employees on an Alternate Work Schedule, ADO will be automatically generated by the system based on the schedule on file. Please work directly with your [Payroll Technician](#) if an adjustment needs to be made to an employee's ADO, CTO, Holiday CTO, Holiday Credit, or Excess/Deficit balances.

NEW: TIMESHEET DETAIL QUERY AVAILABLE IN CHRS

Effective October 5, 2026, timekeepers now have access to the Timesheet Detail query (**CSU_TL_TIMESHEET_DETAIL**).

This query provides detailed timesheet transactions for employees in your department for a specified date range, including:

- Number of hours reported
- Time reporting code (TRC)
- Reported date
- Payable status

The results can be downloaded to Excel and filtered as needed, making it easier to review and analyze timesheet information. The Timesheet Detail query provides a convenient way to **verify employee time entries for accuracy and completeness, identify entries that may need corrections, and identify entries that are still pending manager approval** so timekeepers can follow up with managers before the approval deadline.

Query Runner

My Queries

Click on the Query name link to run the query

Query	Personalize	Find	View All	First	1 of 1	Last
CSU_TL_TIMESHEET_DETAIL						
Timesheet Detail	This query captures detailed timesheet transactions.					

STUDENT EMPLOYMENT REMINDER

Student employees are limited in the number of hours they can work while school is in session. **Students may not work more than 20 hours per week across all positions combined.**

For Federal Work-Study (FWS) student employees, please monitor the student's FWS award balance to ensure they do not exceed their authorized award amount. If a student continues to work after the FWS award has been fully used, the hour worked must be reported under a non-FWS state-side position.

Monitoring student work hours and FWS award balances is essential to maintaining compliance and avoiding overpayments, payroll adjustments, or delays in pay.

VACATION LEAVE BALANCES

Please ensure all vacation leave taken is reported promptly in Absence Management so that leave balances remain accurate. Employees should also be reminded 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.

Catastrophic Leave Donation Program

Employees with excess vacation hours that cannot be used by December 31 may donate up to 40 hours to the [Catastrophic Leave Donation Program](#). For those who do not meet the eligibility requirements to carry over excess vacation hours—and therefore risk forfeiting them—or for those who simply wish to assist a colleague in need, this program provides a meaningful alternative use for accrued vacation hours.

To donate, please complete the [Catastrophic Leave Donation Form](#) and submit to Mary Martinez at mamartinez@cpp.edu. In the email, please indicate that the donated hours should be applied to the December pay period. You may specify an [authorized recipient](#) for whom the donations are intended, or you may leave the recipient field blank and the donations will be distributed to a qualifying employee(s) in need of this valuable support. Questions regarding the donation process may be directed to Mary Martinez.

12-Month Faculty Vacation Usage

After one full year of employment, a faculty unit employee must take at least 40 hours of vacation each calendar year. Any portion of the 40 hours not taken during the calendar year will be forfeited as of January 1 of the subsequent year. Refer to [Article 34.7](#).



COMPENSATORY TIME OFF (CTO) MAXIMUM CARRYOVER

At the end of each calendar year, employees may carry over a maximum of **120 hours of CTO** into the following calendar year, except for employees in Unit 6 and Unit 8. Employees in **Unit 6 may carry over up to 240 hours**, while employees in **Unit 8 may carry over up to 480 hours**.

Any CTO hours exceeding the applicable maximum carryover balance at the end of December will be **paid out to the employee by February 1 of the following year**.



PAYCHECK DESIGNEE: DESIGNATION OF PERSON(S) AUTHORIZED TO RECEIVE WARRANTS

Under Government Code Section 12479, employees may designate a person, trust, estate, or corporation to receive state warrants that would have been payable to the employee upon their death. Paycheck designees must be 18 years of age or older.

Paycheck designees can be updated directly in CHRS Employee Self-Service. Employees are encouraged to review their paycheck designees periodically to ensure their designation remains up to date, particularly after life changes such as a change in marital status or the death of a current designee.

To update your paycheck designee, please refer to the [CHRS Knowledge Base](#) for step-by-step instructions.

Note: A paycheck designee is **not** a designation for death benefits or a refund of employee retirement contributions. Employees seeking to designate a beneficiary for CalPERS death benefits must complete the **PERS-BSD-241, Beneficiary Designation** form. For more information, please contact Benefits Services at benefits@cpp.edu.



PAYCHECK PICK-UP

Positive Payday (Thursday, October 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 (Friday, October 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 – October 2026 Pay Period

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

