

### 2017 Attendance and Pay Schedule

PAY PERIOD	INCLUSIVE DATES	NUMBER OF WORK DAYS (incl. holidays)	MAXIMUM SAWS HOURS TO BE WORKED (d)	MASTER PAYROLL (a) FOR WORK IN CURRENT PAY PERIOD		MID-MONTH PAYROLL (b) FOR WORK IN PREVIOUS PAY PERIOD				
				END-OF-MONTH PAYDAY	DIRECT DEPOSIT POSTING (c)	MISC PAY REQUEST (INT, SHIFT, OT, ETC.)	RAPID TIME ENTRY (e)	CD048 DUE IN PAYROLL (e)	MID-MONTH PAYDAY	MAXIMUM SAWS HOURS TO BE REPORTED (d)
January	1/1 - 1/31	22	148	31-Jan	1-Feb	1-Feb	2/1-3	7-Feb	15-Feb	148
February	2/1 - 3/1	21	84	1-Mar	2-Mar	2-Mar	3/2-6	8-Mar	15-Mar	84
March	3/2 - 3/31	22	108	30-Mar	3-Apr	3-Apr	4/3-5	7-Apr	14-Apr	108
April	4/1 - 5/1	21	84	1-May	2-May	2-May	5/2-4	8-May	15-May	84
May	5/2 - 5/31	22	140	31-May	1-Jun	1-Jun	6/1-5	7-Jun	15-Jun	140
June	6/1 - 6/30	22	176	30-Jun	3-Jul	3-Jul	7/3-6	10-Jul	14-Jul	176
July	7/1 - 8/1	22	176	1-Aug	2-Aug	2-Aug	8/2-4	8-Aug	15-Aug	176
August	8/2 - 8/31	22	140	31-Aug	1-Sep	1-Sep	9/1-6	8-Sep	15-Sep	140
September	9/1 - 9/30	21	84	29-Sep	2-Oct	2-Oct	10/2-4	6-Oct	13-Oct	84
October	10/1 - 10/31	22	88	31-Oct	1-Nov	1-Nov	11/1-3	7-Nov	15-Nov	88
November	11/1 - 11/30	22	108	30-Nov	1-Dec	1-Dec	12/1-5	7-Dec	15-Dec	108
December	12/1 - 12/31	21	144	29-Dec	2-Jan	2-Jan	1/2-4	8-Jan	12-Jan	144

- (a) Regular faculty, staff, administrators.
- (b) Student Assistants, Work Study students, substitute faculty, hourly intermittent employees, overtime and shift differential for eligible employees, and other miscellaneous pay.
- (c) Direct deposits are posted on the first banking business day after payday. For some months this may mean that direct deposits are posted as much as three or even four days after payday, if payday happens to be on a Friday or the day before a holiday weekend.
- (d) CSU student employees are permitted to work no more than 20 hours per week when classes are in session and 40 hours per week during scheduled breaks (fall break, intersession, and spring break). The monthly maximum hours in this column may be exceeded only if a student works no more than 20 hours per week but exceeds this maximum due to irregular weekly work schedule.
- (e) It is especially important that the July deadline be met so that year-end accruals are accurate.

UNDER NO CIRCUMSTANCES SHOULD DOCK NOTICES BE SUBMITTED TO PAYROLL ATTACHED TO REGULAR ATTENDANCE. Instead, for docks occurring before the 17th of the month the notice must be received in Payroll by that date. For docks occurring on or after the 17th the notice must be hand-carried to Payroll immediately, and an email sent to "DL-Payroll" to alert them of the dock.