

2008 ATTENDANCE AND PAY SCHEDULE

Revised 6/12/08

				MASTER PAYROLL (a) FOR WORK IN CURRENT PAY PERIOD				MID-MONTH PAYROLL (b) FOR WORK IN PREVIOUS PAY PERIOD				
PAY PERIOD	INCLUSIVE DATES	NUMBER OF WORK DAYS (incl. holidays)	MAXIMUM SAWS HOURS TO BE WORKED (e)	END-OF-MONTH PAYDAY	DIRECT DEPOSIT POSTING (c)	ATTENDANCE CERTIFICATION PAYROLL 5:00 p.m. (d)	ATTENDANCE VERIFICATION REPORT AVAILABLE	MISC PAY REQUEST (INT,SHIFT, OT, ETC.)	RAPID TIME ENTRY (f)	CD048 DUE IN PAYROLL (f)	MID-MONTH PAYDAY	MAXIMUM SAWS HOURS TO BE REPORTED (e)
January	1/1 - 1/30	22	148	30-Jan	31-Jan	5-Feb	25-Feb	31-Jan	1/31-2/4	6-Feb	15-Feb	148
February	1/31 - 2/29	22	88	29-Feb	3-Mar	6-Mar	24-Mar	3-Mar	3/3-5	7-Mar	14-Mar	88
March	3/1 - 3/31	21	88	28-Mar	1-Apr	4-Apr	24-Apr	1-Apr	4/1-3	7-Apr	15-Apr	88
April	4/1 - 4/30	22	104	30-Apr	1-May	6-May	23-May	1-May	5/1-5	7-May	15-May	104
May	5/1 - 5/31	22	148	30-May	2-Jun	5-Jun	24-Jun	2-Jun	6/2-4	6-Jun	13-Jun	148
June	6/1 - 6/30	21	168	30-Jun	1-Jul	7-Jul	24-Jul	1-Jul	7/1-3	7/8	15-Jul	168
July	7/1 - 7/30	22	176	30-Jul	31-Jul	5-Aug	25-Aug	31-Jul	7/31-8/4	6-Aug	15-Aug	176
August	7/31 - 8/31	22	156	29-Aug	2-Sep	5-Sep	24-Sep	2-Sep	9/2-4	8-Sep	15-Sep	156
September	9/1 - 9/30	22	88	30-Sep	1-Oct	6-Oct	24-Oct	1-Oct	10/1-4	7-Oct	15-Oct	88
October	10/1 - 10/30	22	88	30-Oct	31-Oct	5-Nov	20-Nov	31-Oct	10/31-11/4	6-Nov	14-Nov	88
November	10/31 - 12/1	22	108	1-Dec	2-Dec	5-Dec	23-Dec	2-Dec	12/2-4	8-Dec	15-Dec	108
December	12/2 - 12/31	22	140	31-Dec	2-Jan	7-Jan	26-Jan	2-Jan	1/2-6	8-Jan	15-Jan	140

- (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) Although the attendance need not be turned in to Payroll until after payday, for the campus to be in compliance with State Administrative Manual regulations, it is required that departments receive each employee's attendance for that month and verify that he/she has worked or has time on the books to cover the hours being paid prior to releasing the pay warrant to the employee.
- (e) 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 accident of calendar and work schedule.
- (f) 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.