

2009 ATTENDANCE AND PAY SCHEDULE

Revised 1/6/09

| | | | | 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 - 1/29 | 21 | 152 | 29-Jan | 30-Jan | 4-Feb | 23-Feb | 30-Jan | 1/30-2/3 | 5-Feb | 13-Feb | 152 |
| February | 1/30 - 2/28 | 21 | 84 | 27-Feb | 2-Mar | 5-Mar | 24-Mar | 2-Mar | 3/2-4 | 6-Mar | 13-Mar | 84 |
| March | 3/1 - 3/31 | 22 | 96 | 30-Mar | 1-Apr | 6-Apr | 24-Apr | 1-Apr | 4/1-3 | 7-Apr | 15-Apr | 96 |
| April | 4/1 - 4/30 | 22 | 100 | 30-Apr | 1-May | 6-May | 22-May | 1-May | 5/1-5 | 7-May | 15-May | 100 |
| May | 5/1 - 5/31 | 21 | 124 | 29-May | 1-Jun | 4-Jun | 24-Jun | 1-Jun | 6/1-3 | 5-Jun | 15-Jun | 124 |
| June | 6/1 - 6/30 | 22 | 176 | 30-Jun | 1-Jul | 7-Jul | 24-Jul | 1-Jul | 7/1-6 | 8-Jul | 15-Jul | 176 |
| July | 7/1 - 7/30 | 22 | 176 | 30-Jul | 31-Jul | 5-Aug | 25-Aug | 31-Jul | 7/31-8/4 | 6-Aug | 14-Aug | 176 |
| August | 7/31 - 8/31 | 22 | 152 | 31-Aug | 1-Sep | 4-Sep | 24-Sep | 1-Sep | 9/1-3 | 8-Sep | 15-Sep | 152 |
| September | 9/1 - 9/30 | 22 | 88 | 30-Sep | 1-Oct | 6-Oct | 26-Oct | 1-Oct | 10/1-5 | 7-Oct | 15-Oct | 88 |
| October | 10/1 - 10/31 | 22 | 88 | 30-Oct | 2-Nov | 5-Nov | 20-Nov | 2-Nov | 11/2-4 | 6-Nov | 13-Nov | 88 |
| November | 11/1 - 12/1 | 22 | 108 | 1-Dec | 2-Dec | 7-Dec | 23-Dec | 2-Dec | 12/2-4 | 8-Dec | 15-Dec | 108 |
| December | 12/2 - 12/31 | 22 | 144 | 31-Dec | 4-Jan | 7-Jan | 25-Jan | 4-Jan | 1/4-6 | 8-Jan | 15-Jan | 144 |

* **Maybe subject to change.**

- (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.