

**2014 Attendance and Pay Schedule**

				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 (d)	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 - 1/30	22	140	30-Jan	31-Jan	31-Jan	1/31-2/4	6-Feb	14-Feb	140
February	1/31 - 2/28	21	84	28-Feb	3-Mar	3-Mar	3/3-5	7-Mar	14-Mar	84
March	3/1 - 3/31	21	84	28-Mar	1-Apr	1-Apr	4/1-3	7-Apr	15-Apr	84
April	4/1 - 4/30	22	108	30-Apr	1-May	1-May	5/1-5	7-May	15-May	108
May	5/1 - 5/31	22	148	30-May	2-Jun	2-Jun	6/2-4	6-Jun	13-Jun	148
June	6/1 - 6/30	21	168	30-Jun	1-Jul	1-Jul	7/1-3	8-Jul	15-Jul	168
July	7/1 - 7/30	22	176	30-Jul	31-Jul	31-Jul	7/31-8/4	6-Aug	15-Aug	176
August	7/31 - 8/31	22	156	29-Aug	2-Sep	2-Sep	9/2-4	8-Sep	15-Sep	156
September	9/1 - 9/30	22	88	30-Sep	1-Oct	1-Oct	10/1-3	7-Oct	15-Oct	88
October	10/1 - 10/30	22	88	30-Oct	31-Oct	31-Oct	10/31-11/4	6-Nov	14-Nov	88
November	10/31 - 12/1	22	108	26-Nov	2-Dec	2-Dec	12/2-4	8-Dec	15-Dec	108
December	12/2 - 12/31	22	140	31-Dec	2-Jan	2-Jan	1/5-7	9-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) 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.
- (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.