

**2007 ATTENDANCE AND PAY SCHEDULE**

Revised 2/21/07

				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 SA/WS 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	7-Feb	22-Feb	31-Jan	1/2-5	9-Jan	12-Jan	108
February	1/31 - 2/28	21	84	28-Feb	1-Mar	<b>6-Mar*</b>	26-Mar	1-Mar	1/31-2/5	7-Feb	15-Feb	148
March	3/1 - 3/31	22	108	2-Apr	2-Apr	9-Apr	24-Apr	2-Apr	3/1-6	8-Mar	15-Mar	84
April	4/1 - 4/30	21	84	30-Apr	1-May	8-May	23-May	1-May	4/2-5	9-Apr	13-Apr	108
May	5/1 - 5/30	22	120	30-May	31-May	7-Jun	25-Jun	31-May	5/1-4	8-May	15-May	84
June	5/31 - 6/30	22	176	29-Jun	2-Jul	10-Jul	25-Jul	2-Jul	5/31-6/5	7-Jun	15-Jun	120
July	7/1 - 7/31	22	176	31-Jul	1-Aug	8-Aug	24-Aug	1-Aug	6/27-7/3	6-Jul	13-Jul	176
August	8/1 - 8/30	22	140	30-Aug	31-Aug	10-Sep	24-Sep	31-Aug	8/1-6	8-Aug	15-Aug	176
September	8/31 - 9/30	21	84	28-Sep	1-Oct	8-Oct	24-Oct	1-Oct	8/31-9/6	10-Sep	14-Sep	140
October	10/1 - 10/30	22	88	30-Oct	31-Oct	7-Nov	21-Nov	31-Oct	10/1-4	8-Oct	15-Oct	84
November	10/31 - 11/29	22	108	29-Nov	30-Nov	7-Dec	21-Dec	30-Nov	10/31-11/5	7-Nov	15-Nov	88
December	11/30 - 12/31	22	132	31-Dec	2-Jan	9-Jan	24-Jan	2-Jan	11/30-12/5	7-Dec	14-Dec	108

\* Attendance for 2/07 pay period must be received in Payroll by 3/6/07 for CMS upgrade.

- (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.