

2021 Attendance and Pay Schedule

PAY PERIOD	INCLUSIVE DATES	NUMBER OF WORK DAYS (incl. holiday)	MAXIMUM SA/WS 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)	MIS PAY REQUEST DUE DATE (INT,SHIFT, OT, ETC.)	RAPID TIME ENTRY (e)	CD048 DUE IN PAYROLL (e)	MID-MONTH PAYDAY	MAXIMUM SA/WS HOURS TO BE WORKED (d)
January	1/1 - 1/31	21	132	29-Jan	1-Feb	1-Feb	2/1-2/3	5-Feb	12-Feb	132
February	2/1 - 3/1	21	80	1-Mar	2-Mar	2-Mar	3/2-3/4	8-Mar	15-Mar	80
March	3/2 - 3/31	22	92	30-Mar	1-Apr	1-Apr	4/1-4/5	7-Apr	15-Apr	92
April	4/1 - 4/30	22	96	30-Apr	3-May	1-May	5/3 - 5/5	7-May	14-May	96
May	5/1 - 5/31	21	120	28-May	1-Jun	1-Jun	6/1-6/3	8-Jun	15-Jun	120
June	6/1 - 6/30	22	176	30-Jun	1-Jul	1-Jul	7/1-7/6	8-Jul	15-Jul	176
July	7/1 - 7/31	22	168	30-Jul	2-Aug	1-Aug	8/2-8/4	6-Aug	13-Aug	168
August	8/1 - 8/31	22	148	31-Aug	1-Sep	1-Sep	9/1-9/3	8-Sep	15-Sep	148
September	9/1 - 9/30	22	84	30-Sep	1-Oct	1-Oct	10/1-10/5	7-Oct	15-Oct	84
October	10/1 - 11/1	22	88	1-Nov	2-Nov	2-Nov	11/2-11/4	8-Nov	15-Nov	88
November	11/2 - 12/1	22	88	1-Dec	2-Dec	2-Dec	12/2-12/6	8-Dec	15-Dec	88
December	12/2 - 12/31	22	116	31-Dec	3-Jan	3-Jan	1/3-1/5	6-Jan	14-Jan	116

(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 Services" to alert them of the dock.