

2025 Attendance and Pay Schedule

PAY	INCLUSIVE DATES	NUMBER OF WORK DAYS (incl. holiday)	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 (SHIFT, OT, ETC)	STUDENT ENTRY DEADLINE	MANAGER APPROVAL DEADLINE FOR STUDENTS	MANAGER APPROVAL DEADLINE FOR INTERMITTENTS,	MID-MONTH PAYDAY	MAXIMUM SA/WS HOURS TO BE REPORTED (d)
January	1/1 - 1/30	22	1/30/25	1/31/25	1/31/25	2/4/25	2/6/25	2/4/25	1/15/25	120
February	1/31 - 2/28	21	2/28/25	3/3/25	3/3/25	3/5/25	3/7/25	3/5/25	2/14/25	80
March	3/1 - 3/31	21	3/28/25	4/1/25	4/1/25	4/3/25	4/7/25	4/3/25	3/14/25	80
April	4/1 - 4/30	22	4/30/25	5/1/25	5/1/25	5/5/25	5/7/25	5/5/25	4/15/25	104
May	5/1 - 5/31	22	5/30/25	6/2/25	6/2/25	6/4/25	6/6/25	6/4/25	5/15/25	140
June	6/1 - 6/30	21	6/30/25	7/1/25	7/1/25	7/3/25	7/8/25	7/3/25	6/13/25	160
July	7/1 - 7/30	22	7/30/25	7/31/25	7/31/25	8/4/25	8/6/25	8/4/25	7/15/25	168
August	7/31 - 8/31	22	8/29/25	9/2/25	9/2/25	9/4/25	9/8/25	9/4/25	8/15/25	136
September	9/1 - 9/30	22	9/30/25	10/1/25	10/1/25	10/3/25	10/7/25	10/3/25	9/15/25	84
October	10/1 - 10/30	22	10/30/25	10/31/25	10/31/25	11/4/25	11/6/25	11/4/25	10/15/25	88
November	10/31 - 12/1	22	12/1/25	12/2/25	12/2/25	12/4/25	12/8/25	12/4/25	11/14/25	76
December	12/2 - 12/31	22	12/31/25	1/2/26	1/2/26	1/5/26	1/7/26	1/5/26	12/15/25	116

(a) Regular faculty, staff, and 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 pay day. 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 the maximum due to irregular weekly work schedule.

Docks occurring before the 17th of the month must be received in Payroll by that date. For docks occurring on or after the 17th, notify Payroll immediately by emailing

to "DL-Payroll" to alert them of the dock.