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Code: TECHNICAL LETTER  
HR/Salary 2011-01

To: Human Resource Officers  
Payroll Managers

Reference: HR 2011-01

From: Evelyn Nazario   
Assistant Vice Chancellor  
Human Resources Management

Subject: Establishing Uniform Campus Pay Schedules for Positive Paid Employees and Students

Overview

Audience: Campus Payroll Managers, Human Resource Officers or designees responsible for processing and/or reporting positive (hourly) pay.

Action Item: Campuses are to establish uniform pay days for positive paid employees and students

Affected Employee Groups/Units: Positive Paid Employees and Students

Summary

California State University campuses are now required to establish a single pay schedule, which includes the same pay periods and pay dates, for all positive paid employees and students at their respective campus. The campus payroll manager and/or designees responsible for reporting and processing pay for positive (hourly) paid employees should review the remainder of this technical letter for further information.

California State University (CSU) campuses are now required to establish a single pay schedule, which includes the same pay periods and pay dates, for all positive paid employees and students (represented and non-represented) at their respective campus. This business process change is in support of systemwide requirements to establish consistency and uniformity in Human Resources related business processes and programs affecting employment history and payroll-related activities and functions, and seeks to minimize risk and preclude potential issues about the payment of wages for positive paid individuals. Affected campuses must accomplish this requirement by the November 2011 pay period.

A majority of campuses already have one pay day established for positive paid employees and students at their respective campus, however, there remain a few campuses that schedule different pay days for differing groups of positive paid employees and students. The single pay schedule may differ from one campus to another, however **within a given campus, the pay periods and pay dates for positive paid employees and students at that campus must be uniform.** Additionally, the pay date should be as early in the month as possible; payment for services rendered should be as close to the end of the scheduled pay period as possible. For example, the pay date scheduled for positive paid employees and students should be no more than ten (10) days after the end of the pay period.

**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Employee Relations Designees

To accomplish this effort, campuses must do the following:

- Written notice/communication must be provided to affected employees and students at least three months prior to the effective date of the change to give them time and opportunity to make necessary adjustments in response to changes in pay periods and pay dates, if applicable:

**Pay Date Changes:** For example, at campus A, the pay date for positive paid employees and students differed, where the employees were paid on the 10<sup>th</sup> of the month and the students were paid on the 15<sup>th</sup> of the month. The change now requires positive paid employees and students at campus A to be paid on the 10<sup>th</sup> of the month beginning July 2011 pay period. The campus announcement must be provided to affected students in April 2011.

**Pay Period Changes:** For the initial pay period, it is important to consider that the change could cause a temporary adjustment in the typical number of hours worked in that first pay period. For example, at campus B, the July 2011 pay period for positive paid employees is based upon the state pay period (22 days), while the pay period for positive paid students is based upon the calendar month (21 days). The change now requires all positive paid employees and students at campus B to have the same pay period based upon the state pay period. In this instance, the pay period change adds one more day to the students, however there may be changes at a campus where a reduction of days could occur in that initial pay period following the change, potentially impacting the number of hours that a positive paid employee or student is typically scheduled to work and the amount of pay. If the pay period change is scheduled for July 2011, the campus announcement should be provided to affected employees and students in April 2011.

- To better administer the timely submittal and approval of time worked by positive paid employees and students, whether through a self-reporting process such as Absence Management Self-Service (AMSS) or other time reporting mechanism, campus administrators are encouraged to effectively communicate pay cycle “schedules” to campus managers and supervisors responsible for submitting and/or approving time-related information for positive paid employees and students. Schedules should indicate pay period (beginning and ending) dates, respective pay dates, department and payroll deadline dates for submitting accurately completed timesheets, as appropriate, and default payment schedules for late submittals.
- While campus managers have the responsibility to approve time reported in a timely manner, it is also the employee’s responsibility to report time accurately and in a timely manner. Employees must be reminded of this obligation, including the fact that employees may be subject to disciplinary action in the event that they fail to satisfy this responsibility.
- Notify the SCO of any changes affecting pay cycles and pay dates at your campus.
- Campus Administrative Vice Presidents or Human Resource Officers, as appropriate, are required to provide confirmation to the Assistant Vice Chancellor, Human Resources Management, by March 31, 2011, of their existing pay cycle schedule for positive paid employees and students, and for those with existing multiple pay cycle schedules, indicate the pay period within 2011 they will establish a single pay schedule for positive paid employees and students at their respective campus.

Questions regarding this technical letter may be directed to Human Resources Management at (562) 951-4411. This document is also available on the Human Resources Management’s web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.