

Uniform Campus Pay Schedule Changes for Paid Employees Frequently Asked Questions (FAQ's)

Per the Chancellor's Office the CSU is required to implement a uniform pay date for all employees that are paid on an hourly basis. Due to this requirement the pay dates for Hourly employees, Premium Pay, Special Consultants/Extended Learning, Instructional Student Assistant Employees, and Student Assistant employees will be changed so they are the same.

General FAQ's

What is the Payroll Calendar?

The Cal Maritime Payroll Calendar is based on CSU and State Payroll Administration guidelines. The 2017/2018 Calendar is available [here](#).

What is a 'pay schedule'?

A pay schedule is comprised of the calendar dates included in a pay period and the pay date on which payment for hours worked during that pay period are released. Example: The pay period dates for July 2018 are 07/01/2018 – 07/31/2018 and the pay date for hours worked during that time is 08/15/2018. These dates comprise the July 2018 pay schedule.

Will this affect my direct deposit?

No. If you had direct deposit already, your check will still be issued via direct deposit.

I don't have direct deposit, how can I get it?

You may stop by the Payroll Office during our regular business hours (Monday through Friday 8 am to Noon and 1 pm to 5 pm) to pick up a direct deposit request form. You may also get the form off our website [here](#).

How will late pay requests be processed?

Late payments will be processed as soon as all of the payment requests that were turned in on time have been issued.

Staff Hourly Paid Employee & Premium Pay & Special Consultants/Extended Learning FAQ's

When will Staff Hourly, Premium Pay, & Special Consultants/Extended Learning employees be paid?

Previously employees were paid on the 12th of the month. Effective with the July 2018 pay period, the pay day will be moved to the 15th. Employees will be paid for hours worked during the July pay period on August 15th.

Where do Staff Hourly, Premium Pay, & Special Consultants/Extended Learning employees pick up checks?

Paychecks will still be released on payday, live checks will be available for pick up Cashier

window and direct deposit advice forms will be forwarded to your department. Please check with the Cahier for specific information.

When are Pay Timesheets and Leave Usage forms due to Payroll?

The monthly Pay Timesheets and Leave Usage form is due to Payroll on the first business day of the month following the month where the work was completed. For example the July 2018 form is due to Payroll on August 1st. Payroll forms can be found [here](#).

Instructional Student Assistant (ISA) Employee FAQ's

When will ISA employees be paid?

Previously ISA employees were paid on the 12th of the month. Effective with the July 2018 pay period, the pay day will be moved to the 15th. Employees will be paid for hours worked during the July pay period on August 15th.

Are any of the deadlines or approval periods for ISA's changing?

No. Deadlines to enter and approve time online are not changing.

Where can I find a calendar of ISA specific pay schedules?

For current pay periods please refer to the [ISA website](#) or the [ISA Time Entry Quick Start Guide](#).

Where will ISA's pick up their checks?

ISA's will still pick up their check on payday at the Cashier window.

Student Assistant (SA) Employee FAQ's

When will SA's be paid?

Previously SA employees were paid on the 12th of the month. Effective with the July 2018 pay period, the pay day will be moved to the 15th. Employees will be paid for hours worked during the July pay period on August 15th.

Are any of the deadlines or approval periods for SA's changing?

No. Deadlines to enter and approve time online are not changing.

Where can I find a calendar of SA specific pay schedules?

For current pay periods please refer to the [Student Employment webpage](#) or the [SA Time Entry Quick Start Guide](#).

Where will SA's pick up checks?

Student Assistants will still pick up their check on payday at the Cashier window.