

CALENDAR YEAR 2016

"State" Student Employees/Hourlies

Pay Period	Includes (1) Dates Of:	Days-Hours Inc. Holidays	Attendance Due (2) In Payroll 10 a.m.	Payday **	CSUSB Holidays
January	1/1--1/31	19---84	Monday--2/1	Wednesday--2/10	1/1, 1/18
February	2/1--3/1	22---88	Wednesday--3/2	Thursday--3/10	
March	3/2--3/31	21---88	Friday--4/1	Monday--4/11	3/31
April	4/1--4/30	21---84	Friday--4/29	Tuesday--5/10	
May	5/1--5/31	21---84	Wednesday--6/1	Friday--6/10	5/30
June	6/1--6/30	21---108	Friday--7/1	Monday--7/11	
July	7/1--8/1	16---128	Monday--8/1	Wednesday--8/10	7/4
August	8/2--8/31	18---144	Thursday--9/1	Monday--9/12	
September	9/1--9/30	19---100	Friday--9/30	Monday--10/10	9/5
October	10/1--10/31	21---84	Tuesday--11/1	Thursday--11/10	
November	11/1--11/30	19---76	Thursday--12/1	Friday--12/09 *	Campus Closure 11/25 11/11 & 11/24
December	12/1--12/31	16.5---96	Friday--12/23 #	Tuesday--1/10/17	12/26; 12/27--12/30

% = Student Hours worked cannot exceed 176 Hours in a given SCO pay period

* Pending warrants arriving on campus in time for payday.

**** The above paydays are applicable also to Overtime pay, Shift Diff. pay & Stipends.**

Please do not project hours worked - Submit Student Listing Reports when students have completed working and please also submit TD634s (Hourly Time Sheets) once employees have completed working

(1) Pay period dates do not coincide with calendar dates.

(2) Personnel/Payroll transactions must be processed by the payroll department on this date to insure a timely pay warrants.

Late documents received by Payroll will be paid on the next available SCO pay cycle possible,

following receipt of accurate/complete documents - late pay can take up to 10 days to process.

Avg. hours include 4 hours during the week of final exams. Upon completion of final exams, a total of 8 hours may be worked.

Student Assistants do not get paid for holidays unless they work on them