

## PAYROLL PERIOD FOR PERSONNEL

### I. ACADEMIC ADMINISTRATORS (STRS)

Academic administrators are twelve (12) month employees with 260 base service days including holidays. Their annual salaries are paid once per month. All months are paid on the last working day of the month except December, which is issued the first business day in January.

Effective July 1, 2025, paychecks will be issued on or before the last working day of the month.

### II. CLASSIFIED MANAGEMENT/ACADEMIC ADMINISTRATORS (PERS)

Classified administrators are twelve (12) month employees, with 260 base service days including holidays. Full-time, classified/academic management employees in PERS who are not members of a collective bargaining unit may be paid twice per month. If the normal pay period date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the workday preceding the Saturday or holiday.

Effective July 1, 2025, paychecks will be issued on or before the last working day of the month, employees may elect to receive an advance (up to 50% of their month end pay) on the 15<sup>th</sup> of the month.

### III. CLASSIFIED

Full-time, classified employees, with 260 base service days including holidays, will be paid twice per month on the 25<sup>th</sup> and the 10<sup>th</sup>. If the normal pay period date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the workday preceding the Saturday or holiday.

Effective July 1, 2025, paychecks will be issued on or before the last working day of the month, employees may elect to receive an advance (up to 50% of their month end pay) on the 15<sup>th</sup> of the month.

Part-time, classified employees and non-bargaining unit (NBU) employees will be paid once per month on the 10<sup>th</sup>. Effective July 1, 2025, paychecks for part-time classified employees will be issued on or before the last working day of the month.

### IV. FULL-TIME FACULTY

Full-time faculty are ten (10) month employees. Their annual salaries must be paid and reported only for the months in which they have scheduled duty days. They are paid ten (10) equal payments for the academic year in August through May, on the last day of the month except December, which is issued the first business day in January.

Effective July 1, 2025, paychecks will be issued on or before the last working day of the month.

V. PART-TIME/OVERLOAD/STIPEND

Part-time faculty and overload payments are paid for the academic year in September, October, November, December, January, February, March, April, May, and June.

Effective July 1, 2025, part-time faculty and overload payments for the academic year will be paid in September, October, November, December, February, March, April, and May. Stipend payments may be processed and paid for academic stipend assignments during any month during the fiscal year.

VI. FACULTY SUMMER ASSIGNMENTS

Faculty are paid for the summer session based on the dates of the course offerings.

*References:*

*Education Code Sections 87821 and 88165*

*Government Code Section 20630*

*CalSTRS Teachers Retirement Law, Section 23005*