

CALENDAR YEAR 2015

Regular Student Employee / Hourlies

Month	Pay Period	Hours including Holidays	Attendance Due to Payroll 10 a.m.	Payday	CSUSB Holidays
January	1/1 - 1/29	88	Friday - 1/30	Tuesday - 2/10	1/1, 1/2*, 1/19
February	1/30 - 2/28	84	Friday - 2/27	Tuesday - 3/10	
March	3/1 - 3/31	84	Wednesday - 4/1	Friday - 4/10	3/31
April	4/1 - 4/30	96	Friday - 5/1	Monday - 5/11	
May	5/1 - 5/31	80	Monday - 6/1	Wednesday - 6/10	5/25
June	6/1 - 6/30	100	Wednesday - 7/1	Thursday - 7/9	
July	7/1 - 7/30	144	Thursday - 7/30	Monday - 8/10	7/3
August	7/31 - 8/31	136	Tuesday - 9/1	Thursday - 9/10	
September	9/1 - 9/30	108	Thursday - 10/1	Friday - 10/9	9/7
October	10/1 - 10/31	88	Friday - 10/30	Tuesday - 11/10	
November	11/1 - 12/1	76	Monday - 11/30	Thursday - 12/10	11/11, 11/26, 11/27*
December	12/2 - 12/31	92	Wednesday - 12/23	Monday - 1/11/16	12/25 - 12/31

Do not project hours worked - Submit Student Listing Reports when students have completed working

***Campus closed. Employees use Vacation, CTO, or Personal Holiday**

Late submission of Student Listing Report will result in late paychecks

Note: Some pay period dates do not coincide with pay period months.

Average hours are calculated at 4 hours a day during the regular academic year, including finals week
Average hours are calculated at 8 hours a day during the summer 4/10 workweek, including finals week

Student Assistants may only work a maximum of 20 hours/week during session, breaks, and summer

Student Assistants can only be paid for actual hours worked.

Student Assistants do not get paid for holidays or campus closures.