

Leaves and Payroll Dates

Dates	Action
1 st of month	Employees are able to request and use accrued leave from previous months.
1 st -6 th of month	Annual/sick leave earned is posted to Leave Balance Report. ¹ Supervisors are able to approve leave requests for time accrued the previous month.
5 th of the month	Deadline for employees to enter leave for previous month.
10 th of month	Deadline for supervisors to approve leave from previous month. ² Moving reimbursement paperwork due to CSU travel office for it to be included in current months payroll.
18 th -21 st of month	Payroll processing run date. ^{2 3}
15 th -20 th of the month	Annual/sick leave taken in previous month posted to Leave Balance Report.

¹New Administrative Professional employees are given 120 hours of sick leave (prorated for <1.0 FTE) up front to be used at any time.

²Unless indicated otherwise from Payroll. See Payroll calendar for exact date.

³All Leave Without Pay (LWOP) and FTE changes must be approved in HR system prior to deadline in order to take effect on that months' paycheck.