

Please contact the appropriate [Human Resources Manager](#) for information regarding the hiring or reappointment of an Hourly / Intermittent staff employee including Retired Annuitant and Special Consultant appointment types.

### Pay Periods and Paydays

Refer to the [Payroll Calendar](#) for details regarding the CSU pay period begin and end dates, Paydays, Direct Deposit Posting Dates and Holiday information.

### Attendance Reporting

Active hourly employees can refer to the [Report Work Hours](#) Quick Step Guide for details on how to report work hours. Absence Eligible employees should refer to the [Report an Absence](#) Quick Step guide for details on how to report leave. Work hours should be reported at the beginning / end of each work day. Reported work hours should be reviewed and approved on a weekly basis.

### State Service Credits

Hourly / Intermittent employees earn one (1) qualifying month of state service credit for every one hundred sixty (160) hours worked. Hours worked in excess of 160 shall be carried forward to the next accumulation period. Employees cannot exceed one (1) accrual within a given pay period.

Example:

ROX PERIOD	OCTOBER	NOVEMBER	DECEMBER
80	REPORTED WORK HOURS	60	80
220	ACCUMULATED HOURS	60	140
160	STATE SERVICE CREDIT	160	160

### Leave Credits

#### Vacation

\* Please refer to [CSU Salary Schedule](#) for details regarding the Vacation Rate for your job code / classification.

Vacation accruals are earned for each qualifying state service credit and available for use on the first day of the following pay period.

Sick Leave