TRINIDAD STATE COLLEGE

TO: Work Study/Hourly Employees   FROM: Payroll Department

DATE: 01-02-26   SUBJECT: Spring 2026 - Payroll Dates

==**THE FAIR LABOR STANDARDS ACT AUTHORIZES A CURRENT MINIMUM WAGE OF $15.16 PER HOUR EFFECTIVE ON JANUARY 1, 2026**==

ANYONE ON ANY TYPE OF STUDENT OR HOURLY EMPLOYMENT MUST BE PLACED ON THE PAYROLL SYSTEM BEFORE ANY TIME SHEETS CAN BE PROCESSED!! The State of Colorado has implemented direct deposit for ALL CCCS Employees as well as ALL student employees.

All pay will be deposited into employee bank accounts on the pay dates listed below. **IN ORDER FOR YOU TO BE PAID ON TIME, YOUR PORTAL TIME SHEET MUST BE ELECTRONICALLY SIGNED AND SUBMITTED TO YOUR SUPERVISOR BY 12:00 NOON ON THE EMPLOYEE (Thursday) CUT-OFF DATE BELOW AND SUPERVISORS MUST ALSO APPROVE AND SUBMIT YOUR TIME SHEET TO PAYROLL BY 5:00 PM ON THE SUPERVISOR (Friday) CUT-OFF DATE BELOW BEFORE PAYROLL CAN PROCESS YOUR TIME SHEET FOR PAYMENT.**

<u>* IMPORTANT *</u> IF A DEADLINE IS MISSED, AN APPROVED PAPER TIME SHEET MUST BE SUBMITTED TO PAYROLL BY NOON THE FOLLOWING MONDAY.

THIS IS CONSIDERED A LATE SUBMISSION AND WILL NOT BE PROCESSED FOR PAYMENT UNTIL THE NEXT BI-WEEKLY PAYROLL PERIOD!!

THE FOLLOWING PAYROLL CUT-OFF DATES WILL BE IN EFFECT UNTIL PERIOD ENDING, 06-12-26

PAYROLL SCHEDULE NUMBER	PAY PERIOD STARTS (SATURDAY)	PAY PERIOD ENDS (FRIDAY)	EMPLOYEE CUT-OFF DATE (Noon-Thursday)	SUPERVISOR CUT-OFF DATE (Friday)	DIRECT DEPOSIT PAY DAYS
BW1.2	12-27-25	01-09-26	01-08-26	01-09-26	01-23-26
BW2.1	01-10-26	01-23-26	01-22-26	01-23-26	02-06-26
BW2.2	01-24-26	02-06-26	02-05-26	02-06-26	02-20-26
BW3.1	02-07-26	02-20-26	02-19-26	02-20-26	03-06-26
BW3.2	02-21-26	03-06-26	03-05-26	03-06-26	03-20-26
BW4.1	03-07-26	03-20-26	03-19-26	03-20-26	04-03-26
BW4.2	03-21-26	04-03-26	04-02-26	04-03-26	04-17-26
BW5.1	04-04-26	04-17-26	04-16-26	04-17-26	05-01-26
BW5.2	04-18-26	05-01-26	04-30-26	05-01-26	05-15-26
BW5.3	05-02-26	05-15-26	05-14-26	05-15-26	05-29-26
BW6.1	05-16-26	05-29-26	05-28-26	05-29-26	06-12-26
BW6.2	05-30-26	06-12-26	06-11-26	06-12-26	06-26-26

ALL PAPER TIME SHEETS TURNED IN AFTER FRIDAY'S CUT-OFF DATE/TIME WILL BE PROCESSED ON THE NEXT BIWEEKLY PAYROLL!!

WORK STUDY STUDENTS MUST NOT WORK MORE THAN 8 HOURS PER DAY; **IF WORKING MORE THAN 5 HOURS SHIFT, YOU MUST INCLUDE A 30-MINUTE MINIMUM LUNCH**; MUST NOT EXCEED 20 HOURS PER WEEK WHEN CLASSES ARE IN SESSION AND MUST NOT EXCEED 28 HOURS PER WEEK WHEN NO CLASSES ARE IN SESSION.

(see the next page for Sick Leave Information)

DO NOT EXCEED YOUR AWARDED HOURS PER SEMESTER!!! ANY EMPLOYEE WORKING MORE THAN 1 JOB MUST MAKE SURE THAT HOURS ARE NOT OVERLAPPING AND DO NOT EXCEED THE WEEKLY MAXIMUM!!
PAYROLL WILL NOT PROCESS ANY TIME SHEETS WITH OVERLAPPING HOURS UNTIL CORRECTED. LET YOUR SUPERVISOR KNOW IF YOU ARE WORKING 2 OR MORE JOBS SO THEY CAN CROSS CHECK YOUR TIME SHEETS AS WELL.

SICK LEAVE ACCRUAL FOR: WORK-STUDIES & HOURLY EMPLOYEES
Effective 01-02-21, **work-studies** started accruing sick leave at a rate of 0.0333 per hour.

In other words, they accrue one hour of sick leave for every 30 hours worked. Work Study employees in need of using sick leave will communicate with supervisor and then enter the time on the electronic time sheet on the Portal under Student Sick leave, always under Shift 1.

EXAMPLE: If work-study or hourly employee is working 4 hours per day Monday thru Friday, but on Friday employee is not feeling well and notifies supervisor that will not be showing up for work that day, employee will enter hours on electronic time sheet as follows: Monday through Thursday, will enter 4 hours each day under Work Study Regular Pay, or Regular, and on Friday will enter 4 hours under Student sick leave.

IMPORTANT !!! If employee is requesting sick leave for more hours that He/She is accrued the system will let the employee enter the hours, but it will not get paid if the accrued balance is less than the hours requested.
It is important for employee to verify the accrued sick leave balance before requesting/entering sick leave on time sheet.

Open the card below and look for your time sheet
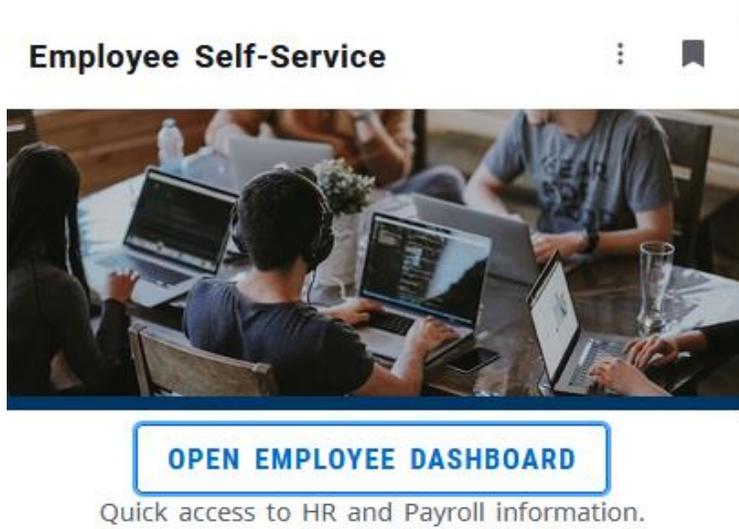
Employee Self-Service

OPEN EMPLOYEE DASHBOARD
Quick access to HR and Payroll information.

Enter sick leave hours under the sick leave code, not Regular pay.