

SAM—PAYROLLS

STATE PAY PLAN

8510

(Revised 9/00)

In accordance with Board of Control Rule 633.2, salaries of State officers and employees will be paid on the basis of 12, nearly equal, pay periods each year. The pay period will contain either 21 or 22 normal workdays, called a calendar month. Normal workdays are Monday through Friday including holidays during the week.

The exception is when there are more than 22 or fewer than 21 workdays in a month, then the pay period may end one day before or after the end of the calendar month. On rare occasions the pay period may end two days before the end of the calendar month.

The end of the third monthly pay period, in each quarter, will always coincide with the end of the calendar quarter. Monthly salary rates are the pay for full pay periods of employment.

Hourly rate employees will be paid for the same pay periods as prescribed for monthly rate employees.

Special procedures apply to academic-year employees and ten-month academic employees in State universities, prescribed by Title 5 of the California Code of Regulations and the SCO's [Payroll Procedures Manual](#).