Employee Jury Duty Information

With Absence Management implementation, and departments no longer being required to submit timesheets to the Payroll Department, please note Jury Duty documentation must still be provided to the General Accounting department to verify any payments due to the university.

**It is the employees’ responsibility to ensure documentation is received by General Accounting**.

Employees required to report/serve for Jury Duty, more than 1 day, during working hours must submit the following documentation:

* Employee Name
* Home Address
* Jury Duty Dates
* Jury Duty verification slip issued from the court attended
* Juror ID

This documentation should be provided to General Accounting via intra-campus mail, in person to Melania Herndon in Chaparral Hall Room 106, or via email to MHerndon@csusb.edu.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Information:

* For each day of jury duty, after the first day, individuals are paid for their service at a rate of $15.00 per day unless waived.
* It is highly recommended for all employees to complete the waiver request at the time of jury duty registration at the court house.
* Completing the waiver will alleviate the need for an invoice to be created due and payable by the employee.
* Funds paid to the employee for mileage during jury duty service may be retained and are not required to be waived.
* Once documentation is received, General Accounting will verify with the county court if a waiver was completed by the employee.
* If no waiver was completed then the employee should receive a check from the county.
* An invoice will also be received from the campus for payment to be made at the Student Financial Services’ Office in UH-035.
* Please note that Student Financial Services will not accept the third party check issued to the employee; that check would have to be negotiated once received and a separate payment will need to be submitted for the campus invoice.

Questions may be directed to Melania Herndon via email or phone ext. 75154.