PAYROLL BULLETIN

CSUSB

December 2023/ Pay Period 12/1-12/31

IMPORTANT DATES AND DEADLINES

December 1:	Direct Deposit Posting Day (November Pay Period)
December 4:	November Student Listings due to Payroll by 10 am
December 4:	Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
December 6:	Absence Management Approval due to Payroll by 5pm.
December 15:	Student, Hourly, Overtime, and Shift Differential Pay Day
December 18:	Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm
December 18:	All employment/pay actions due by 5pm to Payroll Services (e.g. appointments, pay changes, stipends, time base changes
December 20:	MPWA Opens and needs to be certified
December 25-29:	**HOLIDAY/Campus Closed**
December 29:	**PAY DAY- Master Check Release** **(special campuswide bulletin will go out the week of December 11 regarding special pay release during campus closure)**
January 2:	Direct Deposit Posting Day (December Pay Period)

Submit documentation by due dates to ensure employees are paid accurately and on time. Please notify your Payroll Technician of any Docks, Revisions & Late documents. Changes/updates after due date must be called in on a daily basis.)

CARRYOVER VACATION

Memos for vacation carryover must be approved by VP/AVP/Dean and submitted to Payroll by 01/31/24. Absence Management will automatically deduct excess hours when the calendar closes on or around 01/20/24. Payroll will manually credit approved carryover hours. Please make employees aware that this will happen in February and it will be available to view once the calendar closes in February.

DEFICIT HOURS

Deficit hours reports will be sent out before the winter break. If you are aware of an employee who will not have leave time (no sick leave) to cover the deficit, please submit for dock by 12/18/23

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Separating Employees

If an employee is separating (via retirement/resignation) it is important that Payroll is informed in addition to Human Resources. Payroll needs processing time since separating employees are due their final checks on or before their last day of employment as long as notice has been given to the department, HR, and/or Payroll.

Please direct employees to the Resignation Off-Boarding portal (link below).
https://www.csusb.edu/human-resources/current-employees/separation-process

Employee Updates

- Direct Deposit Form (If changing bank accounts, please leave current account open until the change to the account is verified. If this is not possible, contact Payroll ASAP)
  Please allow 30-45 business days to process and activate the direct deposit, until then you will receive a live check
- Employee Action Request (Name, tax withholding, address changes)
  ***Only include the last four of your social security number.**
- Forward completed form(s) to **payroll@csusb.edu**. For security purposes, forms will only be accepted from the employee's CSUSB email account.

CIA Requests

When making changes to timekeepers, approvers, MPWA, etc. via a CIA Request, please complete a new Payroll Signature Authorization Form. Scan/email to sandra.davis@csusb.edu. The form must be received in Payroll before access is approved. The CIA requests expire after 30 days.

Reporting Docks

- Before approving the dock, be sure that the employee has exhausted their applicable leave credits.
- Please ensure all docks are entered into Absence Management by the posted due date.
- Timekeepers must also email their Payroll Tech with employees' Coyote Id Number, Name, and dock dates. All Supervisors and employees must be cc'd.

Late Student Listings

Please inform student employees that their pay **may** be late if submitting hours after the due date. This will reduce the time taken to research missing and late pay for Payroll Services *and* Student Financial Services. As a reminder, submitting documentation by Payroll deadlines ensures employees are paid accurately and on time.

Cal Employee Connect

What is Cal Employee Connect (CEC)

CEC is a new and secure web-based employee self-service portal that is now available through the SCO. It provides users with the ability to:

- view Earnings Statements as of midnight on the issue date and up to 36 months prior;
- view Earnings Statements in PDF format to save and print (*if you are on direct deposit*); and
- view, download and print your W-2 (*current year, plus three previous*)

NOTE: CEC will not replace the paper Earnings Statements or W-2, so you will continue to receive these on a monthly/yearly basis.

How to Register

To get started, grab a recent paystub (*or select a recent paycheck on View Paycheck in PeopleSoft*) and go to https://connect.sco.ca.gov/

As part of the registration process, you will be asked to identify your department and Agency Code. Please select **CSU, San Bernardino** as the department and enter **222** for the Agency Code.

Follow the prompts to register using your email address. It is recommended by the SCO that a personal email is used in case of loss of access to your work email due to an employment status change.

Frequently Asked Questions

If you have issues logging in or forget your CEC User Name/Password, go to forgot username or forgot password feature. For further assistance or information about CEC, a list of Frequently Asked Questions (FAQs) can be found at https://connect.sco.ca.gov/faq or email www.connecthelp@sco.ca.gov .