PAYROLL BULLETIN

CSUSB

December 2021/ Pay Period 12/2-12/31

IMPORTANT DATES AND DEADLINES

December 2:   Direct Deposit Posting Day (November Pay Period)

December 3:   November Student Listings due to Payroll by 10 am

December 3:   Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.

December 7:   Absence Management Approval due to Payroll by 5pm.

December 15:   Student, Hourly, Overtime, and Shift Differential Pay Day

December 21:   Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm

December22:   All employment/pay actions due by 5pm to Payroll Services (e.g. appointments, pay changes, stipends, time base changes

December 23:   MPWA Opens and needs to be certified

December 24-31: Holiday/ Campus closed

December 31:   PAY DAY- Master Check Release

January 3:   Direct Deposit Posting Day (December Pay Period) **

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

IMPORTANT REMINDERS

- Personal leave (ie vacation, PH, CTO) must be used for the 11/26/21 campus closure (sick leave cannot be used unless it is a continuation of leave)
- Address changes (EARS) must be turned into Payroll by 12/10/21 to insure correct mailing of 2021 W-2's
- ****Please remind employees in your departments of the 12/21 direct deposit posting date of 01/03/22, so that there are no surprises.**

EARS

Due to the IRS update of the form W-4 effective in 2020, the Employee Action Request (EAR) form has also been updated to match. The main change is that the IRS has eliminated the need to select the number of allowances. Instead, an actual dollar amount is required.

Additional information and a completion guide can be found at:

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https://www.csusb.edu/sites/default/files/EARChanges2020.docx
https://www.csusb.edu/sites/default/files/EAR_Quick_Start_Guide.pdf

Separating Employees

If an employee is separating (via retirement and/or 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

CIA Requests

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

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)
- 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.
  Please allow 30-45 business days to process and activate the direct deposit, until then you will receive a live check

Late Student Listings

Please inform student employees that their pay **may** be late if submitting late hours after the due date. This will help 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.

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 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.