

# PAYROLL BULLETIN



December 2022 Pay 12/1-12/31

## IMPORTANT DATES AND DEADLINES

<b>December 1:</b>	Direct Deposit Posting Day (November Pay Period)
<b>December 2:</b>	Student Listings due to Payroll by 10:00 am
<b>December 2:</b>	Hourly, Overtime, Shift Differential Timesheets due to payroll by 5:00 pm
<b>December 6:</b>	Absence Management Approval due to Payroll by 5:00 pm.
<b>December 15:</b>	Student, Hourly, Overtime, and Shift Differential Pay Day
<b>December 16*:</b>	Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm
<b>December 16*:</b>	All employment/pay actions due by 5:00 pm to Payroll Services (e.g. appointments, pay changes, stipends, time base changes)
<b>December 19:</b>	MPWA Opens and needs to be certified
<b>December 26-30,</b>	
<b>January 2:</b>	<b>HOLIDAY/CAMPUS CLOSED</b>
<b>December 30:</b>	<b>PAY DAY- Master Check Release (campus communication will be sent the week of December 5<sup>th</sup>)</b>
<b>January 2:</b>	Direct Deposit Posting Day (December Pay Period)
<b>January 4:</b>	Student Listings due to Payroll by 10:00 am
<b>January 4:</b>	Hourly, Overtime, Shift Differential Timesheets due to payroll by 5:00 pm

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: Due to the holiday closure, our processing deadlines for cutoff is shortened. Anything not received in our office by 5 pm on 12/16/22 is not guaranteed for the December pay day\***

Remind Employees to make sure their address on file is current – This is where W-2's will be sent. If they changed it in PeopleSoft, they must also submit an EAR to Payroll to update the State Controller's.

If it is not current, have them submit an EAR form – They can email it to [payroll@csusb.edu](mailto:payroll@csusb.edu)

To ensure their address is changed in time for W-2's have them submit it by December 11<sup>th</sup>.

**Cal Employee Connect Portal:** Please encourage staff and faculty to sign up. Why??

- Much easier to read than View Paycheck
- Has the most up-to-date pay information
- Access to paystubs for those on direct deposit
- Access to 3 years of pay information
- Access to current year, plus 3 previous years of W-2's

Register at [Cal Employee Connect](#)

# PAYROLL BULLETIN



December 2022 Pay 12/1-12/31

## 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. (Please use **only the last 4 digits of your SSN** when submitting the form electronically)

Additional information and a completion guide can be found at:

[EAR Changes 2020](#)

[EAR Quick Start Guide](#)

## 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](#).

## 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](mailto:sandra.davis@csusb.edu). Form must be received in Payroll before access is approved. The CIA requests expire after 30 days.

## Employee updates:

When submitting forms only include the last four of your social security number. Send completed form(s) to [payroll@csusb.edu](mailto:payroll@csusb.edu). For security purposes, forms will only be accepted from the employee's CSUSB email address.

- [Direct Deposit Form](#)
  - a. If changing bank accounts, please leave the current account open until the change to the account is verified.
    - i. If this is not possible, contact Payroll ASAP
  - b. Direct Deposit takes from 30 to 45 business days to establish, until then you'll receive a live check
- [Employee Action Request](#)(Name, tax withholding, address changes)

## 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.