PAYROLL BULLETIN

CSUSB

February 2021/ Pay Period 2/1-3/1

IMPORTANT DATES AND DEADLINES

February 1:   Direct Deposit Posting Day (January Pay Period)

February 3:   January Student Listings due to Payroll by 10 am

February 4:   Absence Management Approval due to Payroll by 5pm.

February 4:   Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.

February 15:   **Student, Hourly, Overtime, and Shift Differential Pay Day**

February 17:   Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm

February 17:   All employment/pay actions due by 5pm to Payroll Services (e.g. appointments, pay changes, stipends, time base changes

February 19:   MPWA Opens and needs to be certified

March 1:   **Pay Day- Master Check Release**

March 2:   Direct Deposit Posting Date (February 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 Information:

- Per the President's announcement, excess vacation hours that are usually forfeited based on CBID's but have been manually credited back. If you do not see this, please click on details on the Balance Inquiry page
- W-2's are available for viewing on the CEC Portal
- Pay stubs for employees on direct deposit can be viewed/printed via the CEC Portal
- 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.

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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.

Enroll in Direct Deposit

- Access the Direct Deposit Form
- Only include the **last** four of your social security number.
- Forward completed form 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 active the direct deposit, until then you will receive a live check.

Employee Information Updates (Name, tax withholding, address changes)

- Access the Employee Action Request form.
- Only include the **last** four of your social security number.
- Forward completed form to payroll@csusb.edu. For security purposes, forms will only be accepted from the employee's CSUSB email account.

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.