|  |  |
| --- | --- |
| **Deadlines**  **June 3:** Student Listings due to Payroll by 10am  **June 3**: Hourly, Overtime, Shift Differential, Emergency Pay documents due to payroll by 5pm.  **June 5:** Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.  **June 18:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.  **June 18:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).  **June 22:** MPWA opens and needs to be certified | **Important Dates**  **June 1:** Direct Deposit Posting Day (May Pay Period)  **June 15:** Student, Hourly, Overtime, Shift Differential, Emergency Pay, & separating Temp Faculty Pay Day  **June 30:** Master Check Release  **June 30:** June Pay Period Ends  **July 1:** Direct Deposit Posting Date (June Pay Period) |

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| --- | --- | --- | --- | --- | --- | --- |
| June 2020 | | | | | | |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| 31 | 01 | 02 | 03 | 04 | 05 | 06 |
|  | Direct Deposit  Posting Day  (May Pay) |  | **Student Listings Due**  Hourly, OT, Shift Diff timesheets, Emer Pay |  | Absence Mgt Due |  |
| 07 | 08 | 09 | 10 | 11 | 12 | 13 |
|  |  |  |  |  |  |  |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|  | **Positive Pay Day**  (Student, hourly, OT, & Shift Diff) |  |  | All Employment/Pay Actions due to Payroll  **DOCKS DUE** |  |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
|  | MPWA Opens |  |  |  |  |  |
| 28 | 29 | 30  **MASTER CHECK RELEASE DAY** |  |  |  |  |
|  |  |  |  |  |  |  |

*Submit documentation by the due dates to ensure employees are paid accurately and on time. Please notify your* [*Payroll Technician*](https://www.csusb.edu/payroll/my-payroll-technician) *about any Docks, Revisions and Late documents. Changes/updates after the due date must be called in on a daily basis.*

**New Items**

* The State Controller’s Office will temporarily no longer print and/or forward direct deposit stubs to campuses due to the COVID-19 pandemic. Pay information can be found on-line through View My Pay in PeopleSoft or by registering to Cal Employees Connect portal.
* Payday disbursement for Positive and Master Pay will only be for employees who receive live pay warrants. Checks not picked up during the posted times will be mailed to the mailing address on file.

**Graduating Student Assistants**

June time sheets for **graduating student assistants only** will be processed on a flow basis, beginning June 16th. All checks will be mailed to the current mailing address we have on file. All other June time will be issued on July 15th.

**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**

I. Before approving the dock, be sure that the employee has exhausted their applicable leave credits.

II. Please ensure all docks are entered into Absence Management by applicable due date.

III. Timekeepers must also email payroll with employees’ Coyote Id Number, Name, and dock dates. All Supervisors and employees must be cc’d.

**Enroll in Direct Deposit**

1. Visit <https://www.csusb.edu/payroll/resources/forms> and click on the Direct Deposit option under “forms”
2. Fill out the form with your bank information and only include the **last** four of your social security number.
3. Once completed please email the form to [payroll@csusb.edu](mailto:payroll@csusb.edu) to submit your request. **For security purposes, please make sure to send the form from your CSUSB email account.**

**Note to enroll it takes 30-45 business days to process and active the direct deposit, until then you will receive a physical check.**

**Address Changes**

1. Visit <https://www.csusb.edu/payroll/resources/forms> and click on the Employee Action Request (EAR) STD 686
2. Fill out the form with your bank information and only include the **last** four of your social security number.
3. Once completed please email the form to [payroll@csusb.edu](mailto:payroll@csusb.edu) to submit your request. **For security purposes, please make sure to send the form from your CSUSB email account.**

**Withholding Changes**

1. Visit <https://www.csusb.edu/payroll/resources/forms> and click on the Employee Action Request (EAR) STD 686
2. Fill out the form with your bank information and only include the **last** four of your social security number.
3. Once completed please email the form to [payroll@csusb.edu](mailto:payroll@csusb.edu) to submit your request. **For security purposes, please make sure to send the form from your CSUSB email account.**

**INTRODUCING CAL EMPLOYEE CONNECT**

We are happy to announce the State Controller’s Office (SCO) is providing access to Cal Employee Connect (CEC) and as a CSU San Bernardino employee, you can now register to use this secure self-service portal.

What is Cal Employee Connect (CEC)

CEC is a new and secure web-based employee self-service portal that is now available thru 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 W-2, so you will continue to receive these on a 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.

*Directions on how to Register and use the site can be found on the Payroll Website*

**Frequently Asked Questions**

If you have issues logging in or forget your CEC User Name/Password, go to [forgot username](https://connect.sco.ca.gov/forgotuser) or [forgot password](https://connect.sco.ca.gov/forgotpwd) 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](http://www.connecthelp@sco.ca.gov) .