|  |  |  |
| --- | --- | --- |
| **Deadlines**  **August 3:** Student Listings due to Payroll by 10am  **August 5**: Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.  **August 5:** Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.  **August 20:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.  **August 20:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).  **August 24:** MPWA opens and needs to be certified | **Important Dates**  **July 31:** Direct Deposit Posting Day (July Pay Period)  **August 14:** Student, Hourly, Overtime, and Shift Differential Pay Day  **August 31:** Master Check Release  **August 31:** August Pay Period Ends  **September 1:** Direct Deposit Posting Date (August Pay Period) |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **August 2020** | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  | July 31 | 1 |
|  |  |  |  |  | Direct Deposit Posting date (July pay)  August PP begins |  |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  | Student Listings Due |  | Hourly, Overtime, and Shift Differential Timesheets Due  AM Approval due |  |  |  |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  |  |  |  |  | **Positive Pay Day**  Student, hourly, OT, & Shift Diff |  |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|  | Fall Semester Begins |  |  | Employment/Pay Actions due to Payroll  Docks are due |  |  |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|  | MPWA Opens |  |  |  |  |  |
| 30 | 31 |  |  |  |  |  |
|  | 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.*

**Important Information:**

* 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.
* Per the direction of the Chancellor's Office, the State Controller's Office is no longer printing pay stubs. Those on direct deposit can see their stubs by accessing myCoyote or the CEC Portal.
* Paycheck Distribution - Payday for July will be on Thursday, July 30, 2020. Due to COVID-19 and to ensure social distancing, disbursement instructions for **Live Paychecks Only** will go out to the campus 2-3 days before the scheduled pay day.

**CIA Requests**

When making changes to timekeepers, approvers, MPWA, etc, please complete a new authorization form (link below) and scan to [payroll@csusb.edu](mailto:payroll@csusb.edu). Payroll must have this form to give access. The CIA requests expire after 30 days.

<https://www.csusb.edu/sites/default/files/upload/file/SIG.AUTH_.FORM_.Feb7_.2016.docx>

**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.**

**Employee Information Updates**

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.**

**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.

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

**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 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.

***Step by step directions on how to Register and use the site are attached***

**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) .