|  |  |  |
| --- | --- | --- |
| **Deadlines**  **September 3:** Student Listings due to Payroll by 10am  **September 4**: Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.  **September 4:** Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.  **September 21:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.  **September 21:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).  **September 23:** MPWA opens and needs to be certified | **Important Dates**  **September 1:** Direct Deposit Posting Day (August Pay Period)  **September 7**: Labor Day Holiday  **September 15:** Student, Hourly, Overtime, and Shift Differential Pay Day  **September 30:** Master Check Release  **September 30:** August Pay Period Ends  **October 1:** Direct Deposit Posting Date (September Pay Period) |  |

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

*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.

**CIA Requests**

When making changes to timekeepers, approvers, MPWA, etc, please complete a new authorization form (link below) and scan/email to [sandra.davis@csusb.edu](mailto:sandra.davis@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**

* 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.

**Documenting Holidays**

**Non-Exempt Employees**

Non-exempt employees that work on a Holiday are compensated at an overtime rate. Overtime to be paid is documented on the STD 634 Form.

**Exempt Employees**

Exempt employees are expected to complete assigned work without regard to the number of hours worked and do not earn overtime. Exempt employees in CSUEU, Unit 4, and non-academic faculty authorized to work on a holiday earn Holiday CTO at the straight time rate. Unit 1 exempt employees earn holiday credit.

**Holiday Credit or Alternate Day Off**

If the holiday falls on the employee’s regularly scheduled day off the following applies:

* Unit 1 and Unit 8 employees receive Holiday Credit
* Unit 4, Unit 6, CSUEU, and Confidential employees receive an Alternate Day Off (ADO)
  + Except for CSUEU, ADO must be used within 90 days after the holiday is observed. CSUEU employees must use ADO within 180 days after the holiday was observed or be paid. ADO is a day equal to the employee’s normal workday.
* For more detailed information regarding compensation for holidays, please refer to Collective Bargaining Unit Agreement.

**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.

**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) .