|  |  |  |
| --- | --- | --- |
| **Deadlines**  **December 3:** Student Listings due to Payroll by 10am  **December 7**: Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.  **December 7:** Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.  **December 18:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.  **December 18:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).  **December 22:** MPWA opens and needs to be certified | **Important Dates**  **December 2:** Direct Deposit Posting Day (November Pay Period)  **December 15:** Student, Hourly, Overtime, and Shift Differential Pay Day  **December 17**: Fall Semester Ends / Only Teaching Associate checks released  **December 25-** Christmas Holiday  **December 28- Jan 1-** Campus Closed  **December 31:** End of December pay period;Master Check Release  **January 4:** December pay period Direct Deposit posting |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **December 2020** | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  | 2 | 3 | 4 | 5 |
|  |  |  | Direct Deposit Posting date (Nov Pay) | Student Listings Due |  |  |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  | Hourly, Overtime, and Shift Differential Timesheets Due  AM Approval due |  |  |  |  |  |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
|  |  | **Positive Pay Day**  Student, hourly, OT, & Shift Diff |  | Fall Semester Ends  **TA check release** | Employment/Pay Actions due to Payroll  **Docks are due** |  |
| 20 | 21 | 22 | 23 | 24 | **Campus Closed** 25 | 26 |
|  |  | **MPWA Opens** |  |  | [This Photo](http://pequesypecas.blogspot.com/2011/11/gif-feliz-navidad.html) by Unknown Author is licensed under [CC BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/3.0/)  **Campus Closed** |  |
| 27 | 28 | 29 | 30 | 31  **Master Check Release** | 1 |  |
|  | **Campus Closed** | **Campus Closed** | **Campus Closed** | **Campus Closed** | **Campus Closed** |  |
|  |  |  |  |  |  |  |

*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.
* **Governor’s Informal Time Off**  
  ***If*** the Governor authorizes holiday informal time off this year, it will be scheduled on the last working day before the Christmas Holiday (Thursday, Dec. 24, 2020).  The Governor’s Informal Time Off accounts for one-half of the hours an employee is scheduled to work.  ***If authorized***, employees who are scheduled to work on Dec. 24, 2020, will receive Governor’s Informal Time Off (one-half) of their scheduled hours.  Employees who have **prescheduled time off on that day will still need to use leave credits.**
* **Reminder**

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 the CEC Portal. Please follow directions or our website.

* CSUEU Employees- **CTO** should be taken within the year it is earned whenever possible. If an employee has been unable to take their CTO and has a CTO balance in excess of one hundred twenty (120) hours as of December 31, the employee shall be paid in cash for all hours in excess of one hundred twenty (120). Such payment shall be made by February 1 of each year.

**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.