

# PAYROLL BULLETIN



January 2022/ Pay Period 1/1-1/31

## IMPORTANT DATES AND DEADLINES

<b>January 3:</b>	Direct Deposit Posting Day (December Pay Period)
<b>January 4:</b>	December Student Listings due to Payroll by 10 am
<b>January 4:</b>	Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
<b>January 5:</b>	Absence Management Approval due to Payroll by 5pm.
<b>January 14:</b>	Student, Hourly, Overtime, and Shift Differential Pay Day
<b>January 17:</b>	<b>Holiday/ Campus Closed</b>
<b>January 20:</b>	Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm
<b>January 20:</b>	All employment/pay actions due by 5pm to Payroll Services (e.g. appointments, pay changes, stipends, time base changes
<b>January 22:</b>	MPWA Opens and needs to be certified
<b>January 31:</b>	<b>PAY DAY- Master Check Release</b>
<b>February 1:</b>	Direct Deposit Posting Day (January 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.)*

## Happy New Year!

### Vacation Carryover

President Morales has authorized all CSUSB employees, if permitted by the terms of their collective bargaining agreement or applicable personnel policy, to carryforward excess vacation leave balances that would normally be forfeited on January 1.

### **Important:**

Absence Management will automatically deduct excess vacation hours once the December calendar opens (approximately, 01/20/22). Please remind your staff that they should not be alarmed if they see the deduction was made. Payroll must manually enter the adjustment to credit back the hours. This process will be completed by end of day 01/31/22.

### Excess CTO

Excess CTO will be paid out by 02/01/22 for those who accrue and have exceeded the maximum allowed to carryover.

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## **EARS**

Due to the IRS update of the form W-4 effective in 2020, the Employee Action Request (EAR) form has also been updated to match. The main change is that the IRS has eliminated the need to select the number of allowances. Instead, an actual dollar amount is required.

Additional information and a completion guide can be found at:

<https://www.csusb.edu/sites/default/files/EARChanges2020.docx>

[https://www.csusb.edu/sites/default/files/EAR\\_Quick\\_Start\\_Guide.pdf](https://www.csusb.edu/sites/default/files/EAR_Quick_Start_Guide.pdf)

## **Separating Employees**

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.

Please direct employees to the Resignation Off-Boarding portal (link below).

<https://www.csusb.edu/human-resources/current-employees/separation-process>

## **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](mailto:sandra.davis@csusb.edu). Form must be received in Payroll before access is approved. The CIA requests expire after 30 days.

## **Employee updates**

- [Direct Deposit Form](#) (If changing bank accounts, please leave current account open until the change to the account is verified. If this is not possible, contact Payroll ASAP)
- [Employee Action Request](#) (Name, tax withholding, address changes)
- Only include the **last** four of your social security number.
- Forward completed form(s) to [payroll@csusb.edu](mailto: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 activate the direct deposit, until then you will receive a live check\***

## **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.

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## **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.