PAYROLL BULLETIN

CSUSB

November 2022 Pay 11/1–11/30

IMPORTANT DATES AND DEADLINES

November 1:	Direct Deposit Posting Day (October Pay Period)
November 2:	Student Listings due to Payroll by 10:00 am
November 2:	Hourly, Overtime, Shift Differential Timesheets due to payroll by 5:00 pm
November 4:	Absence Management Approval due to Payroll by 5:00 pm.
November 11:	**VETERAN'S DAY HOLIDAY**
November 15:	Student, Hourly, Overtime, and Shift Differential Pay Day
November 17:	Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm*
November 17:	All employment/pay actions due by 5:00 pm to Payroll Services (e.g. appointments, pay changes, stipends, time base changes)
November 18:	MPWA Opens and needs to be certified
November 24:	**THANKSGIVING HOLIDAY**
November 25:	**CAMPUS CLOSED****
November 30:	**PAY DAY- Master Check Release**
December 1:	Direct Deposit Posting Day (November Pay Period)
December 2:	Student Listings due to Payroll by 10:00 am
December 2:	Hourly, Overtime, Shift Differential Timesheets due to payroll by 5:00 pm

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.)

*To avoid possible AR's and/or overpayments, please email Payroll Services docks upon notification of employee docks.

**Personal leave (i.e., vacation, PH, CTO) must be used for the 11/25/22 campus closure (sick leave cannot be used unless it is a continuation of leave)

BE ON THE LOOKOUT!!!
Lists of employees who are in jeopardy of going over the vacation maximum carryover will be going out soon.

Cal Employee Connect Portal: Please encourage your staff and faculty to sign up. Why??
- Much easier to read than *View Paycheck*
- Has the most up-to-date pay information
- Access to paystubs for those on direct deposit
- Access to 3 years of pay information
- Access to current year, plus 3 previous years of W-2's

Register at Cal Employee Connect

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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. (Please use **only the last 4 digits of your SSN** when submitting the form electronically)

Additional information and a completion guide can be found at:
EAR Changes 2020
EAR Quick Start Guide

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.

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 . Form must be received in Payroll before access is approved. The CIA requests expire after 30 days.

Employee updates:

When submitting forms only include the last four of your social security number. Send completed form(s) to payroll@csusb.edu. For security purposes, forms will only be accepted from the employee's CSUSB email address. (Please use **only the last 4 digits of your SSN** when submitting the form electronically)

- Direct Deposit Form
  - a. If changing bank accounts, please leave current account open until the change to the account is verified.
    - i. If this is not possible, contact Payroll ASAP
  - b. Direct Deposit takes from 30 to 45 business days to establish, until then you'll receive a live check
- Employee Action Request(Name, tax withholding, address changes)

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.