

PAYROLL BULLETIN



January 2020 | Pay Period: January 1-January 30

Deadlines

- January 6:** Student Listings due to Payroll by 10am, Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
- January 6:** Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.
- January 17:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).
- January 21:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.
- January 23:** MPWA opens and needs to be certified

Important Date

- January 01:** Campus Closed-Holiday
- January 02:** December Direct Deposit Posting Day
- January 15:** Positive Pay Day; Student, Hourly, Overtime, and Shift Differential Pay Day
- January 20:** Campus Closed-Holiday
- January 30:** Master Check Release
- January 31:** January Direct Deposit Posting Day

January 2020						
Sunday	Monday	Tuesday	Wednesday 01	Thursday 02	Friday 03	Saturday 04
			Campus Closed Holiday	Direct Deposit Posting Day (Dec Pay)		
05	06 Student Listings, Hourly, OT, Shift Diff Timesheets, & Absence Mgt Approval due	07	08	09	10	11
12	13	14	15 Positive Pay Day Student, hourly, OT, & Shift Diff	16	17 All Employment/Pay Actions due to Payroll	18
19	Campus Closed Holiday	21 Docks are due	22	23 MPWA Opens	24	25
26	27	28	29	30 Master Check Release Day	31 Direct Deposit Posting Day (Jan Pay)	01

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.

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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 ensure employees are paid accurately and on time.

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:

- I. Unit 1 and Unit 8 employees receive Holiday Credit
- II. Unit 4, Unit 6, CSUEU, and Confidential employees receive an Alternate Day Off (ADO)
 - a. 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.

W-2: Wage & Tax Statement

All W-2 forms will be mailed by no later than January 31st, directly from the State Controller's Office (SCO) in Sacramento, to the employee's mailing address on file with the Payroll Office as of the November pay period of the calendar year.

W-2s that are undeliverable by the United States Postal Service should be returned to our campus Payroll Office (Sierra Hall, Room 103), based on our campus' return address on each W-2 form. Payroll will notify active/current employees when undeliverable W-2s have been returned to us.

Please contact Payroll Services with any questions or concerns at x75159 or payroll@csusb.edu