

PAYROLL BULLETIN



CSUSB

February 2020 | Pay Period: January 31st-February 29

Deadlines

- February 3:** Student Listings due to Payroll by 10am
- February 3:** Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
- February 5:** Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.
- February 19:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.
- February 19:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).
- February 21:** MPWA opens and needs to be certified

Important Date

- January 30:** Jan Master Check Release
- January 31:** Jan Direct Deposit Posting Day
- January 31:** Feb Pay Period Begins
- February 14:** Student, Hourly, Overtime, and Shift Differential Pay Day
- February 28:** Feb Master Check Release
- February 29:** Feb Pay Period Ends
- March 2:** Direct Deposit Posting Date (February Pay Period)

February 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday 30 Master Check Release Day	Friday 31 Direct Deposit Posting Day (Jan Pay)	Saturday 01
02	03 Student Listings, Hourly, OT, Shift Diff Timesheets Due	04	05 Absence Mgt Approval due	06	07	08
09	10	11	12	13	14 Positive Pay Day Student, hourly, OT, & Shift Diff	15
16	17	18	19 All Employment/Pay Actions due to Payroll Docks are due	20	21 MPWA Opens	22
23	24	25	26	27	28 Master Check Release Day	29 Feb Pay Period Ends

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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W-2 Information

The State Controller's Office (SCO) mail all State employees' 2019 W-2s so they are received by the end of January. The copy that the SCO sends is the only official copy available. Payroll Services does not receive a copy in our office. If a W-2 is undeliverable for some reason then the W-2 **may** be returned to our office by the United States Postal Service. If this happens, we will contact the individual via email. However, you can find information on how to request a duplicate of your W-2 by visiting the SCO's Request a Duplicate W-2 page. This page can be found using the following link: https://www.sco.ca.gov/ppsd_empinfo_dpw-2.html.

Address Changes

In order to change your address with the State Controller's Office, you will need to complete an address change via an Employee Action Request (std. 686) with Human Resources in Sierra Hall 110.

Withholding Changes

In order to change your withholding with the State Controller's Office, you will need to complete a withholdings change via an Employee Action Request (std. 686) with Human Resources in Sierra Hall 110.

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.

Payroll Services' Website Restructuring

Payroll Services' website has been restructured. We encourage everyone to visit our [Website](#) to become familiar with the new website.

Reporting Docks

- I. Before approving the dock, be sure that the employee has exhausted their applicable leave credits.
- II. Please ensure all docks are entered into Absence Management by applicable due date.
- III. Timekeepers must also email payroll with employees' Coyote Id Number, Name, and dock dates. All Supervisors and employees must be cc'd.

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Special Note from Payroll Services

Nyla Thompson's last day with Payroll Services was January 24, 2020. Her departments will be handled by the remaining payroll staff. Please contact Payroll at x75159 or email payroll@csusb.edu to be directed to a Payroll Technician for assistance.

As of February 3, 2020, Carly Hanson will be transitioning to an HRIS Analyst position within HR. She will continue to support the Payroll team and her current departments on a limited bases (8am – noon / Monday thru Friday).

Also, as of February 3, 2020, Jovi Galarza will begin a great opportunity in HR with the Compensation & Classification team, but will assist Payroll Services' transition through February 17, 2020.

We ask that all departments assist us while we go through our current transition and recruitment process by adhering to the posted due dates. This will help to ensure timely and accurate pay for all employees. Departments will be notified of their new permanent Payroll Technician once assigned.

Please feel free to reach out to me directly with any questions or concerns. We thank you for your patience and assistance.

Sandra Davis
Payroll Manager
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sandra.davis@csusb.edu

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