PAYROLL BULLETIN

CSUSB

June 2022/ Pay Period 6/1-6/30

IMPORTANT DATES AND DEADLINES

June 1: Direct Deposit Posting Day (May Pay Period)
June 2: May Student Listings due to Payroll by 10 am
June 2: Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
June 6: Absence Management Approval due to Payroll by 5pm.
June 15: Student, Hourly, Overtime, and Shift Differential Pay Day
June 20: Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm
June 20: All employment/pay actions due by 5pm to Payroll Services (e.g. appointments, pay changes, stipends, time base changes
June 22: MPWA Opens and needs to be certified
June 30: **PAY DAY- Master Check Release**
July 1: Direct Deposit Posting Day (June 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.)

** Summer Schedule will commence the week beginning June 6, 2022 and end the week ending August 5, 2022. Payroll hours will be M-Th 7:00 am through 5:30 pm and closed on Fridays.

**Due to staffing changes, our turn-around time for inquiries might be a little slower than you're accustomed to. We ask for your patience as we look to fill our open positions. Thank you so much!

IS THERE SOMETHING YOU WOULD LIKE TO SEE IN THE PAYROLL BULLETIN??
Please fill free to give suggestions on Payroll information you would like shared in the monthly bulletin.

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:

https://www.csusb.edu/sites/default/files/EARChanges2020.docx
https://www.csusb.edu/sites/default/files/EAR_Quick_Start_Guide.pdf

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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 . 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. 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.

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.