

# PAYROLL BULLETIN



September 2019 | Pay Period: August 30-September 30

## Deadlines

- September 5:** Student Listings due to Payroll by 10am
- September 5:** Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
- September 6:** Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.
- September 18:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.
- September 19:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).
- September 23:** MPWA opens and needs to be certified

## Important Date

- September 02:** Holiday - Campus Closed
- September 06:** Bridge Student Assistants (1874) with expiring appointments Final Pay released.
- September 10:** 6 week 2 & 10 week Summer State funded faculty Paychecks released @ 8am
- September 10:** Student Employees with Final Separation date of 9/10 Pay released
- September 16:** Student, Hourly, Overtime, and Shift Differential Pay Day
- September 30:** Master Check Release
- September 30:** October Pay Period Begins

September 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>Holiday - Campus Closed</b>	3	4	5 Student Listings, Hrly, OT, & Shift Diff Timesheets due	6 AM Approval Due 1874: "Final" Pay released	7
8	9	10 Summer Faculty & "Final" Student Pay released	11 Academic Year Begins	12	13	14
15	16 <b>Student, Hourly, OT, &amp; Shift Diff</b>	17	18 Docks are due	19 All Employment/Pay Actions due to Payroll	20	21
22	23 MPWA Opens	24	25	26	27	28
29	30 <b>Master Check Release Day</b>  Pay Period Ends	01 Oct Pay Period Begins				

**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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## **Summer Faculty Pay Dates**

Summer Session 6-week 2 and 10 Week faculty: State funded classes paychecks will be release on September 10 @ 8am.

## **Student Listings:**

All Student listing for Student Employees with expiring appointments on need to be to Payroll Services in SH 103 by 5pm on Thursday, August 29, 2019 in order for these individuals to be paid on their last day worked. All other Student Listing are due by 10am on September 5, 2019. Any Student Listing received after the due date may result in a late payment.

## **Pay Stubs and Direct Deposit Advices**

Student Financial Services is responsible for distributing pay stubs and direct deposit advices. Please do not forward direct deposit advices and/or pay stubs to Payroll Services in Sierra Hall 103 without speaking to your Payroll Technician first. All unclaimed pay stubs and/or direct deposit advices need to be returned to Student Financial Services in University Hall 035.

## **Excess/Deficit Hours**

All full-time, non-exempt employees who worked the Summer 4/10 work schedule, will have accumulated a **net "deficit" balance of 8 hours** as of the September 30, 2019. Our campus is required to clear these "deficit" balances by December 31, 2019 for all bargaining units.

The State University Police Association (Unit 8 – Police Officers) excess hours incurred in a given pay period are carried over each pay period and are reconciled at the end of the calendar year.

Below is a summary of hours worked by full-time, non-exempt employees who work the 4/10 summer schedule in 2019:

<b>Pay Period</b>	<b>SCO Hrs Pd</b>	<b>Actual Hrs Wkd</b>	<b>Excess/Deficit</b>	<b>Balance Status</b>
May 31 – Jun 30	168	168	0	
Jul 1 – Jul 31	176	180	+4 hours	Paid out to Employee
Aug 1 - Aug 30	176	180	+4 hours	Paid out to Employee
Aug 31 - Sept 30	176	168	-8 hours	Deficit

Employees may choose to offset "deficit" balances by using available leave credits such as Vacation, CTO (Compensatory Time Off), HC (Holiday Credit), ADO (Additional Day Off) and/or Personal Holiday, *be docked for deficits incurred in the current pay period*, or the campus will establish an accounts receivable for prior pay period deficits if leave credits are not available to offset the deficit. Please keep in mind that Personal Holidays and ADOs must be taken in day increments, thus using them for partial days will not be beneficial to employees. Please use the [Payroll Deficit Hours Reconciliation](#) form and submit to Payroll Services by Friday, December 06, 2019.

## **Absence Management**

It is important to have all employees input absences or "No Leave Taken" by the last day of the pay period. This ensures that Timekeepers and Approvers have time to review and approve by the Absence Management Approval Deadline and helps to ensure timely and accurate leave accruals for the campus.

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## **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.

## **Faculty/Staff Separating from Campus?**

Make sure to have the following items checked ahead of time to ensure final pay is processed correctly and on time.

- I. Separating Attendance Form. Please have this completed and signed as soon as possible so payroll can start the process of issuing final pay. Instructions on how to complete this form can be found in [August's Payroll Bulletin](#).
- II. Absence Management Entries. Please enter time in absence management *before* the effective date of the separation as you will not be able to see inactive employees in absence management.
- III. Review the [Separation Process Checklist](#) provided by Human Resources

Other items to consider:

- I. Upon separation direct deposit is canceled. Final payment will be a live check and will be released on the separation date.
  - a. Effective date verses last day work. Final pay is released on the separation effective date, not the last day worked. For example, the last day physically worked is Friday, August 2nd however the separation date is Thursday, August 15th and vacation is used to supplement that time off. Payment will not be released until Thursday, August 15th.
- II. Any questions regarding the final pay can be answered by your payroll technician.

## **Jury Duty**

*Jury Duty documentation must still be provided to the General Accounting department to verify any payments due to the university. It is the employees' responsibility to ensure documentation is received by General Accounting. Employees required to report/serve for Jury Duty, more than 1 day, during working hours must submit the following documentation:*

- I. Employee Name
- II. Home Address
- III. Jury Duty Dates
- IV. Jury Duty verification slip issued from the court attended
- V. Juror ID

*This documentation should be provided to General Accounting via intra-campus mail, in person to Melania Herndon in Chaparral Hall Room 106, or via email to [MHerndon@csusb.edu](mailto:MHerndon@csusb.edu).*

***Please Contact Payroll Services at 909-537-5159 with any questions or concerns Monday-Friday from 8am-5:00pm. You can visit us in Sierra Hall 103 Monday-Friday from 10am-5:00pm.***