

# PAYROLL BULLETIN



October 2019 | Pay Period: October 1st-October 30

## Deadlines

- October 4:** Student Listings due to Payroll by 10am
- October 4:** Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
- October 4:** Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.
- October 18:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).
- October 18:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.
- October 23:** MPWA opens and needs to be certified

## Important Date

- October 1:** September Direct Deposit Posting Day
- October 15:** Student, Hourly, Overtime, and Shift Differential Pay Day
- October 30:** Master Check Release
- October 31:** November Pay Period Begins

October 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Direct Deposit Posting Day (Sept Pay)	2	3	4 Student Listings, Hourly, OT, Shift Diff Timesheets, & Absence Mgt Approval due	5
6	7	8	9	10	11	12
13	14	15 Positive Pay Day Student, hourly, OT, & Shift Diff	16	17	18 All Employment/Pay Actions due to Payroll Docks are due	19
20	21	22	23 MPWA Opens	24	25	26
27	28	29	30 Master Check Release Day	31 November 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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## Absence Management Review and Approvals

Payroll Services strives to have absence management calendars processed in a timely matter to allow individuals the ability to view, enter and plan absences accordingly. Please see the examples below that outline some factors that may delay this process.

### Delayed Approvals

It is important that we approve entries by the timeline given by payroll services. Failure to approve absences by the close of calendar may result in retroactive adjustments which can be a timely process for payroll services and may cause confusion for the affected employee when reviewing their available leave credits. It may also result in employees not being charged for leave balance usages.

### No Leave Taken

All active employees, including those on an alternative pay plan, or any type of leave, should have *some* type of entry in absence management. Simply not having an entry at all may cause a delay in closing the calendar.

### Absence Entry Errors

Duplicate and/or overlapping entries is the number one factor causing errors with the absence management calendar and can take up to 5 business days to clear. For example, an employee enters vacation time for 8/21 through 8/29. Then makes another entry for vacation time 8/29 through 9/30. The system will allow the entry however, it will cause an error when trying to close the calendar. The only allowable duplicate entry is for partial absences using different leave types. For example; 2 hours of dock and 3 hours of vacation on 8/08.

### Example of overlapping or duplicate Entry

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
VAC AT VAC	Vacation	08/21/2019	08/29/2019		Normal		08/21/2019	Details	Employee Self Service	Approved
CTO AT TAKE	CTO Take	08/29/2019	09/30/2019		Normal		08/21/2019	Details	Administrator	Needs Approval

### Example of a permitted entry with two different leave types

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
VAC AT VAC	Vacation	08/06/2019	08/06/2019	5.00	Normal		08/05/2019	Details	Administrator	Needs Approval
PH AT PER HOL	Personal Holiday	08/07/2019	08/07/2019		Normal		09/06/2019	Details	Administrator	Needs Approval
DCK AT DOCK	Dock	08/08/2019	08/08/2019	2.00	Normal		08/07/2019	Details	Administrator	Needs Approval
VAC AT VAC	Vacation	08/08/2019	08/08/2019	3.00	Normal		08/07/2019	Details	Administrator	Needs Approval
DCK AT DOCK	Dock	08/12/2019	08/12/2019	5.00	Normal		08/12/2019	Details	Administrator	Needs Approval
DCK AT DOCK	Dock	08/13/2019	08/13/2019	5.00	Normal		08/13/2019	Details	Administrator	Needs Approval
DCK AT DOCK	Dock	08/14/2019	08/14/2019	5.00	Normal		08/14/2019	Details	Administrator	Needs Approval

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## Address Updates

As we begin to approach the year's end, it is important that we have a current mailing address to ensure the State Controller's Office has the correct address to send W2 tax statements.

Changes to mailing addresses can only be made in person at our human resources office, Sierra Hall Ste. 110 via an Employee Action Request (EAR) Form. Please note, updates made in PeopleSoft, self-service does not update your mailing address with the State Controller's Office.