

PAYROLL BULLETIN



CSUSB

November 2019 | Pay Period: October 31st–November 30

Deadlines

- November 5:** Student Listings due to Payroll by 10am
- November 5:** Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
- November 5:** Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.
- November 15:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.
- November 18:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).
- November 20:** MPWA opens and needs to be certified

Important Date

- October 31:** October Direct Deposit Posting Day
- November 11: Holiday –Campus Closed**
- November 15:** Student, Hourly, Overtime, and Shift Differential Pay Day
- November 27:** Master Check Release
- November 28: Holiday—Campus Closed**
- November 29: Campus Closed**
- November 30:** November Pay Period Ends
- December 2nd:** Direct Deposit Posting Date (November Pay Period)

November 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				31 Direct Deposit Posting Day (Oct Pay)	01	02
03 Daylight Savings Fall Back	04	05 Student Listings, Hourly, OT, Shift Diff Timesheets, & Absence Mgt Approval due	06	07	08	09
10	11 Campus Closed Holiday	12	13	14	15 Positive Pay Day Student, hourly, OT, & Shift Diff Docks are due	16
17	18 All Employment/Pay Actions due to Payroll	19	20 MPWA Opens	21	22	23
24	25	26	27 Master Check Release Day	28 Campus Closed – Holiday	29 Campus Closed	30 Nov 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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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.

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.

Hourly Employees: To be eligible for holidays, employees must be on an active employment status at the time of the holiday. When an eligible intermittent employee is to be compensated for a holiday in which the employee does not work, holiday hours will be calculated based on the tables below. Students, Per Deim, and Rehired Annuitants are not eligible for holiday compensation.

Holiday pay for intermittent employees is based on the number of hours worked in the pay period (and hours covered by leave credits) in which the holiday is scheduled.

November 29, 2019:

All employees will need to use leave credits or Dock for the Campus Closure on November 29, 2019. All Docks must be reported no later than November 15, 2019 @ 5pm.

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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:

Pay Period	SCO Hrs Pd	Actual Hrs Wkd	Excess/Deficit	Balance Status
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, 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.

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Pay Instructions for October Pay Period Campus Closure

Dear Colleagues,

CSUSB experienced four (4) campus closures during the October pay period cycle (10/1/19 – 10/30/19). These closures occurred on 10/10 (full day), 10/24 (full day), 10/28 (partial day) and 10/30 (full day). 10/31, while technically a part of October, is included in the November pay period cycle. This communication contains timekeeping elements for the period of closure in accordance with prior campus closures. Please share this information with your managers and Time & Attendance Clerks. (Note: This communication does not apply to employees at the Palm Desert Campus).

When a campus closure is declared, emergency campus closure leave shall be granted to employees who are scheduled to work and are denied access to the campus. All employees on paid time off (i.e., sick leave, vacation, CTO, personal holiday) with the exception of Unit 4, APC, shall remain on such paid time off status.

In preparation of reporting attendance and additional time worked for the October 2019 pay period, the following clarification details how employees are to be compensated during the emergency closure period days based on guidelines provided under the California State University Collective Bargaining Agreements (CBA) for Emergency Pay:

CSUEU (CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION, UNITS 2, 5, 7, 9)

Salaried exempt employees who were scheduled to work (but did not) will have the closure period considered as a regular "paid" day.

Non-exempt salaried employees who did not remain at work will receive regular wages for their scheduled day of work. Those employees who were required to remain at work due to this emergency shall submit an Authorization for Extra Hours Worked Form and receive emergency pay of an additional one-half (1/2) hour for each hour worked up to forty (40) hours per week. Hours worked in addition to forty (40) hours per week shall be paid at time and one-half. (Please reference CBA Article 20.37 "Emergency Pay")

An exempt employee who is required to work on a day or days declared as a state of emergency at a campus, who would otherwise have been able to use administrative leave, shall receive equivalent informal time off at such time(s) as agreed upon by the employee and the Appropriate Administrator.

APC (ACADEMIC PROFESSIONALS OF CALIFORNIA, UNIT 4)

Salaried exempt employees who did not remain at work will receive regular wages for their scheduled day of work.

As a result of an arbitration decision, employees (salaried exempt and salaried non-exempt) scheduled during the campus closures are not to be charged time during the period of a campus closure.

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TEAMSTERS LOCAL 2010 (UNIT 6)

Salaried non-exempt employees who did not remain at work will receive regular wages for their scheduled day of work. Exempt salaried employees who were scheduled to work during any of the closures (but did not work) should enter the time as “no leave taken” then in the comments section list each of the campus closure dates they were scheduled to work. For the October 28th partial day closure, exempt salaried employees should have the day considered as a regular “paid” day.

TEAMSTERS LOCAL 2010 (UNIT 6)

Employees who were required to remain at work due to this emergency shall submit an Authorization for Extra Hours Worked Form and receive emergency pay of an additional one (1) hour for each hour worked up to forty (40) hours per week. Hours worked in addition to forty (40) hours per week shall be paid at time and one-half. (Please reference CBA Article 24.53 “Emergency Pay”)

SUPA (STATEWIDE UNIVERSITY POLICE ASSOCIATION, UNIT 8)

Salaried non-exempt employees who remained at work will receive wages for their scheduled day of work in accordance with the collective bargaining agreement.

HOURLY, INTERMITTENT EMPLOYEES

All hourly, intermittent employees will receive regular pay for hours scheduled to be worked during the closure.

EMPLOYEES IN NON-PAY STATUS DURING ANY OF THE CAMPUS CLOSURES

Employees who were absent during any of the campus closures and were in a non-pay status at that time (leave of absence without pay, etc.) may not be granted paid leave for the campus closure.

STUDENT EMPLOYEES

Student Assistants (non-Federal Work Study) who were scheduled to work during the period of the campus closures are to be paid for all the hours they were scheduled to work. Human Resources will work with the Financial Aid Administration to ensure appropriate compensation is provided for Federal Work Study students originally scheduled to work during the closure periods. Compensation will be in compliance with U.S. Department of Education requirements.

Please share this information with your managers and Time & Attendance Clerks. If you have any questions regarding the above, please contact Human Resources at (909) 537-5138 or email hrdept@csusb.edu.

Regards,

Alex Nájera Associate Vice President, Human Resources & Co-Chief Diversity Officer

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