

PAYROLL BULLETIN



December 2019 | Pay Period: December 1-December 31

Deadlines

December 5: Student Listings due to Payroll by 10am, Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.

December 5: Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.

December 6: Payroll Deficit Hours Reconciliation form due by 5pm.

December 11: Address Changes must be entered by 5pm in SCO system

December 18: All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).

December 18: Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.

December 20: MPWA opens and needs to be certified

Important Date

December 02: November Direct Deposit Posting Day

December 16: Positive Pay Day; Student, Hourly, Overtime, and Shift Differential Pay Day

December 25-January 1: Holiday—Campus Closed

December 31: Master Check Release

January 02: December Direct Deposit Posting Day

December 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 Direct Deposit Posting Day (Nov Pay)	03	04	05 Student Listings, Hourly, OT, Shift Diff Timesheets, & Absence Mgt Approval due	06 Payroll Deficit Hours Reconciliation forms due	07
08	09	10	11 Address Changes for W-2 disbursement must be entered by 5pm in SCO system	12	13	14
15	16 Positive Pay Day Student, hourly, OT, & Shift Diff	17	18 All Employment/Pay Actions due to Payroll Docks are due	19	20 MPWA Opens	21
22	23	24	25 Campus Closed Holiday	26 Campus Closed Holiday	27 Campus Closed Holiday	28
29	30 Campus Closed Holiday	31 Master Check Release Day Campus Closed Holiday	01 Campus Closed Holiday	02 Direct Deposit Posting Day (Dec Pay)	03	04

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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Distribution of Checks

December 2019 payday is scheduled for Tuesday, December 31, 2019, which is a campus holiday. Instructions on distribution of paychecks will be provided in a separate communication at a later date.

Governor's Informal Time Off

If the Governor authorizes holiday informal time off this year, it will be scheduled on the last working day before the Christmas Holiday (Tuesday, Dec. 24, 2019). The Governor's Informal Time Off accounts for one-half of the hours an employee is scheduled to work. **If authorized**, employees who are scheduled to work on Dec. 24, 2019, will receive Governor's Informal Time Off (one-half) of their scheduled hours. Employees who have prescheduled time off on that day will still need to use leave credits.

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, *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.**

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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 ensure employees are paid accurately and on time.

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.

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. You can verify what we currently have as your address by looking at your October check/stub.

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.

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