

# PAYROLL BULLETIN



July 2021/ Pay Period 7/1-7/31

## IMPORTANT DATES AND DEADLINES

- July 1:** Direct Deposit Posting Day (June Pay Period)
- July 5:** **Holiday/ Campus Closed**
- July 6:** June Student Listings due to Payroll by 10 am
- July 6:** Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
- July 6:** Absence Management Approval due to Payroll by 5pm.
- July 15:** Student, Hourly, Overtime, and Shift Differential Pay Day
- July 21:** Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm
- July 22:** All employment/pay actions due by 5pm to Payroll Services (e.g. appointments, pay changes, stipends, time base changes)
- July 23:** MPWA Opens and needs to be certified
- July 30:** **PAY DAY- Master Check Release**
- August 2:** Direct Deposit Posting Day (July 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.)*

## ABSENCE MANAGEMENT ENTRY FOR COVID-19 LEAVE

ECRL must be entered into Absence Management as follows:

- ODP AT ORGAN-PAL/FFCR
- Required comments = "ECRL"
- 128 max hours (256 max for R06)

**\*EMPLOYEES MUST REQUEST LEAVE THROUGH BENEFITS OFFICE\***

**\*\*DEPARTMENTS MUST MONITOR USAGE TO PREVENT EMPLOYEES FROM EXCEEDING MAXIMUM HOURS ALLOWED\*\***

**\*\*\*REQUESTS FOR RETROACTIVE CORRECTIONS FOR TIME USED THAT COULD NOW BE COVERED UNDER ONE OF THE LEAVES MUST BE REQUESTED VIA EMAIL BY THE EMPLOYEE\*\*\***

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## Summer 4/10 Schedule

The CSUSB Summer 2021 - 4/10 work schedule will commence the week of June 7, 2021, and will continue through the week of August 2, 2021. As such, the first Friday observed under the 4/10 work schedule will be June 11, 2021, and the last Friday observed under the 4/10 schedule will be August 6, 2021. All employees will be placed on the 4/10 schedule unless they are currently on an alternate work schedule or work at a reduced time base. Those who are currently on an alternate work schedule and wish to change their schedule due to the 4/10 will need to submit a new [Notice of Work Schedule Change Form](#) no later than 06/04/21. CSUSB departments that do not observe the summer 4/10 work schedule will receive communication from their manager regarding any adjustments to their work schedule for summer 2021.

## 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](mailto: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](mailto: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.