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 6: Absence Management Approval due to Payroll by 5pm.
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***
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. 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. 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.