

PAYROLL BULLETIN



January 2021/ Pay Period 1/1-1/31

IMPORTANT DATES AND DEADLINES

January 1:	New Year's Holiday
January 4:	Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.
January 4:	Direct Deposit Posting Day (December Pay Period)
January 5:	December Student Listings due to Payroll by 10am
January 5:	Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
January 15:	Student, Hourly, Overtime, and Shift Differential Pay Day
January 18:	Martin Luther King Holiday
January 20:	Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm
January 20:	All employment/pay actions due by 5pm to Payroll Services (e.g. appointments, pay changes, stipends, time base changes)
January 22:	Spring Term Begins
January 22:	MPWA Opens and needs to be certified
January 29:	Pay Day- Master Check Release
February 1:	Direct Deposit Posting Date (January 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.)

Important Information:

- Per the President's announcement, **excess vacation hours** that are usually forfeited based on CBID's will be credited back to employees. This is a manual process, so corrections will be posted by 01/31/21.
- **Personal Holiday** not used in 2020 will be forfeited. Employees receive a new one effective 01/01/21.
- If an employee is separating (via retirement and/or resignation) it is important that Payroll is informed in addition to Human Resources. Payroll needs processing time since separating employees are due their final checks on or before their last day of employment as long as notice has been given to the department, HR, and/or Payroll.
- Pay stubs for employees on direct deposit can be viewed/printed via the [CEC Portal](#)

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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.

Enroll in Direct Deposit

- Access the [Direct Deposit Form](#)
- Only include the **last** four of your social security number.
- Forward completed form 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 active the direct deposit, until then you will receive a live check.

Employee Information Updates (Name, tax withholding, address changes)

- Access the [Employee Action Request](#) form.
- Only include the **last** four of your social security number.
- Forward completed form to payroll@csusb.edu. **For security purposes, forms will only be accepted from the employee's CSUSB email account.**

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.

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.

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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:

- Unit 1 and Unit 8 employees receive Holiday Credit
- Unit 4, Unit 6, CSUEU, and Confidential employees receive an Alternate Day Off (ADO)
 - 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.

W-2: Wage & Tax Statement

All W-2 forms will be mailed no later than 01/31/21, directly from the State Controller's Office (SCO) to the employee's mailing address on file with the Payroll Office. Employees whose addresses were updated after the 12/14/20 deadline might experience a delay in receiving their W-2. They can also be viewed/printed on CEC Portal.

W-2s that are undeliverable by the United States Postal Service should be returned to our campus Payroll Office. Payroll will notify active/current employees when undeliverable W-2s have been returned.