PAYROLL BULLETIN

CSUSB
March 2021/ Pay Period 3/2-3/31

IMPORTANT DATES AND DEADLINES

March 2: Direct Deposit Posting Day (February Pay Period)

March 4: February Student Listings due to Payroll by 10 am

March 4: Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.

March 5: Absence Management Approval due to Payroll by 5pm.

March 15: **Student, Hourly, Overtime, and Shift Differential Pay Day**

March 19: Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm

March 19: All employment/pay actions due by 5pm to Payroll Services (e.g. appointments, pay changes, stipends, time base changes

March 23: MPWA Opens and needs to be certified

March 30: **PAY DAY- Master Check Release**

March 31: **HOLIDAY**- Cesar Chavez Day

April 1: Direct Deposit Posting Day (March 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:

- Please welcome **Demaryl Seals** to our CSUSB Payroll team. Demaryl comes to us from the UC system with lots of Workforce Admin and customer service experience. We are still deciding on which areas of responsibility he will oversee. Once done, he will make contact with his departments soon.
- COVID leave updates – there are currently only two forms of leaves available as of 01/01/21:
  - Exclusion Pay – CSUEU only – for exposure/possible exposure on campus. No entries required in Absence Management
  - Expanded COVID-19 Related (ECRL) – R06 only – for COVID related symptoms for self/immediate family members in same household – 256 hours max
    - ECRL must be entered into Absence Management as follows
      - ODP AT ORGAN-PAL/FFCR
      - Required comments = ECRL
    - Please monitor usage to make sure employees are not going over the max hours allowed
- **COMING SOON:** Invitations will soon be going out regarding monthly/quarterly meetings with Timekeepers, etc hosted by Payroll.

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- 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.

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.

  if changing bank accounts, please leave current account open until the change to the account is verified

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.