PAYROLL BULLETIN

CSUSB

April 2021/ Pay Period 4/1-4/30

IMPORTANT DATES AND DEADLINES

April 1: Direct Deposit Posting Day (March Pay Period)

April 2: March Student Listings due to Payroll by 10 am

April 2: Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.

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

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

April 21: Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm

April 21: All employment/pay actions due by 5pm to Payroll Services (e.g. appointments, pay changes, stipends, time base changes

April 23: MPWA Opens and needs to be certified

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

May 3: Direct Deposit Posting Day (April 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:

- Excess Vacation hours that were carried over from 2020 per the President's Office will be forfeited as close of business 03/31/21 for the following CBU's: M80, C99, R01, R03, R06.

- **COVID leave programs as of 01/01/21**:
  - Supplemental Paid Sick Leave (SPSL) – signed by the Governor on 03/19/21. Instructions to follow once the Chancellor's Office provides direction.
  - 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

- COMING SOON: Monthly/quarterly meetings with Timekeepers, etc hosted by Payroll.

- 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.

PAYROLL BULLETIN

CSUSB

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.