# PAYROLL BULLETIN

## CSUSB
### May 2021/ Pay Period 5/1-5/31

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## IMPORTANT DATES AND DEADLINES

**May 3:**    Direct Deposit Posting Day (April Pay Period)

**May 4:**    April Student Listings due to Payroll by 10 am

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

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

**May 14:**    Student, Hourly, Overtime, and Shift Differential Pay Day

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

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

**May 21:**    MPWA Opens and needs to be certified

**May 28:**    **PAY DAY- Master Check Release**

**May 31:**    **Memorial Day Holiday**

**June 1:**    Direct Deposit Posting Day (May 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.)*

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- **PLEASE SEE ATTACHMENT TO VIEW NEW PAYROLL TECHNICIAN AREA ASSIGNMENTS EFFECTIVE 5/1/21**

- 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 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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## Separating Employees

- 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.

## 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.