

# PAYROLL BULLETIN



May 2019 | Pay Period: May 01-May 30

## Deadlines

- May 6:** Student Listings due by 10am
- May 6:** Hourly, Overtime, Shift Differential Timesheets and Absence Management Approval (Including Hourly Holiday) due by 5pm.
- May 17:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.
- May 20:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).
- May 22:** MPWA Opens and needs to be certified

## Important Dates

- Apr 30:** April Master Check Release
- May 1:** May Pay Period Begins
- May 1:** Apr Direct Deposit Posting Date
- May 15:** Student, Hourly, Overtime, and Shift Differential
- May 27:** Holiday – Campus Closure – Memorial Day
- May 30:** May Master Check Release
- May 30:** May Pay Period Ends
- May 31:** May Direct Deposit Posting Date

MAY 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Beginning of May Pay Period April Direct Deposit Posting Date	2	3	4
5	6 Student Listings , O/T, Shift Diff, Hourly Timesheets due. AM Approval deadline	7	8	9	10	11
12	13	14	15 Student/Hourly Payday	16	17 Docks Due	18
19	20 All Employment/Pay Actions due to Payroll Services	21	22 MPWA Opens	23	24	25
26	27 Holiday Campus Closed Memorial Day	28	29	30 PAYDAY End of May Pay Period	31 Direct Deposit Posting Date	

*Submit documentation when due so that your employees are paid on time. Please notify your Payroll Technician about any Docks, Revisions and Late documents.*

# PAYROLL BULLETIN



May 2019 | Pay Period: May 01-May 30

## **Bereavement Leave**

The blue bereavement form will be discontinued effective June 1, 2019. Managers and the respective approvers are to utilize absence management when reporting bereavement leave. Please refer to the collective bargaining agreements when verifying guidelines.

## **Check Release Procedures**

As a reminder, all employee payroll checks, including direct deposit advices are available for pick-up at Student Financial Services, located in University Hall, room 035 after 3pm on Paydays. All Departments are responsible for disbursing checks to their employees. When releasing checks/direct deposit advices to employees please verify that the last four of the social security number for the individual match what is on the check/direct deposit advice being released, and have the employee sign that they received their check/direct deposit advice.

## **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.

**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:

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

## **Reporting Docks**

- I. Before approving the dock, be sure that the employee has exhausted their applicable leave credits.
- II. Please ensure all docks are entered into Absence Management by applicable due date.
- III. Timekeepers must also email payroll with employees' Coyote Id Number, Name, and dock dates. All Supervisors and employees must be cc'd.

## **Absence Management Training**

Tue 05/07	- <a href="#">Absence Management Time Keeper</a> 10:00 AM PL-1104
Wed 05/15	- <a href="#">Absence Management Validator (Approver/Manager)</a> 02:00 PM PL-1104

Please contact Payroll Services with any questions or concerns at x75159 or payroll@csusb.edu