

PAYROLL BULLETIN



June 2019 | Pay Period: May 31–June 30

Deadlines

- June 5:** Student Listings due to Payroll by 10am
- June 5:** Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm. Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.
- June 10:** Notice of Work Schedule Change Form due by 5pm.
- June 17:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.
- June 18:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).
- June 20:** MPWA Opens and needs to be certified

Important Dates

- June 14:** Student, Hourly, Overtime, and Shift Differential
- June 17:** Summer 4/10 Schedule Begins
- June 18:** Quarter End Faculty Check Release at 8:00 am
- June 21:** Campus Closed
- June 28:** Campus Closed
- June 28:** June Master Check Release
- June 30:** June Pay Period Ends
- July 01:** June Direct Deposit Posting Date

June 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday May 31	Saturday 1
2	3	4	5 Student Listings, Hourly, Overtime, and Shift Differential Timesheets Due AM Approval due	6	7 Pay Period Begins	8
9	10 Notice of Work Schedule Change Form Due	11	12	13	14 Student/ Hourly Payday	15
16	17 Summer 4/10 Schedule Begins Docks are due	18 All Employment/Pay Actions due to Payroll Qtr End Faculty Checks released at 8:00 AM	19	20 MPWA Opens	21 Campus Closed	22
23	24	25	26	27	28 Campus Closed *Master Check Release Day	29
30 Pay Period Ends	July 01 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.

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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.

Summer 4/10 Schedule

The CSUSB summer 2019 - 4/10 work schedule will commence the week of June 17, 2019, and will continue through the week of August 26, 2019. As such, the first Friday observed under the 4/10 work schedule will be June 21, 2019, and the last Friday observed under the 4/10 schedule will be August 30, 2019. All employees will be placed on the 4/10 schedule unless they are currently on an alternate work schedule or work at a reduced time base. Those who are currently on an alternate work schedule and wish to change their schedule due to the 4/10 will need to submit a new [Notice of Work Schedule Change Form](#) no later than June 10th. CSUSB departments that do not observe the summer 4/10 work schedule will receive communication from their manager regarding any adjustments to their work schedule for summer 2019.

Absence Management:

All absence events need to be entered prior to the Absence Management Approval deadline. NO LEAVE TAKEN must be entered for salaried and hourly employees that did not use any leave during the prior pay period.

Certifying MPWA:

To ensure accurate and timely employee pay please remember that when certifying MPWA that you are marking all individuals that qualify for certification. If an individual is on a leave of absence or being docked for the pay period then please make sure not to certify these persons and send your [Payroll Technician](#) an email explaining why these employees are not being certified.

Faculty Quarter End Payment:

Faculty quarter end check release will be available for pick up by 8am on June 18, 2019 for those faculty members that are entitled to quarter end pay.

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Student Assistant:

1870 & 1874 Student Listings

Starting June 17th and June 18th active student assistants are eligible to work full time as classes are no longer in session. The bridge date begins June 19th for students enrolled in less than 6 units or no units during the summer. Therefore, you would need to report time on two listings. May 31st–June 18th for 1870 and June 19th–June 30th for 1874.

- May 31 –June 8: 24 hours total (1870)
- June 9 –June 15: 20 hours total (1870)
- June 16 –June 22: 40 hours total, report hours for 1874 starting on June 19.
- June 23 –June 29 –40 hours total (1874)

1870 Student Listing

Those students confirmed to be enrolled in *6 units or more* during summer session one would only need to report hours on one student listing. They are able to work fulltime hours during the following two dates; June 17 and June 18.

- May 31 –June 8: 24 hours total
- June 9 –June 15: 20 hours total
- June 16 –June 22: 28 hours total – June 17-18 is considered an academic break for 1870 Job code.
- June 23 –June 29: 20 hours total

Separation/dismissal process Per AB 2410, which amended Section 220 of the Labor Code:

Separations –Resignation An employee who resigns without notice must be paid no later than 72 hours from date of separation. If the employee provides at least 72 hour notice of their separation, they are entitled to owed wages **at the time of separation**. The 72 hours is a continuous period that includes weekends and holidays. EX: if an employee resigns without prior notice on a Friday at 5:00 p.m., the employer has until 5:00 p.m. the following Monday to pay owed wages.

Separations –Dismissal: An employee who is discharged must be paid wages earned immediately. Please contact Student Employment at ext. 75225 with any further questions.

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