

PAYROLL BULLETIN




July 2019 | Pay Period: July 01-July 30

Deadlines

- July 3:** Student Listings due to Payroll by 10am
- July 3:** Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
- July 8:** Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.
- July 17:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.
- July 18:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).
- July 23:** MPWA Opens and needs to be certified

Important Dates

- June 28:** June Check Release Day 9am-11am at SFS
- July 01:** June Direct Deposit Posting Date
- July 04:** Holiday – Campus Closed
- July 05, 12, 19, 26:** Campus Closed
- July 15:** Student, Hourly, Overtime, and Shift Differential
- July 30:** July Master Check Release
- July 31:** Aug Pay Period Begins

July 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Student Listings, Hourly, Overtime, and Shift Differential Timesheets Due	4  Campus Closed – Fourth of July Holiday	5 Campus Closed	6
7	8 AM Approvals Due	9	10	11	12 Campus Closed	13
14	15	16	17 Docks are due	18 All Employment/Pay Actions due to Payroll	19 Campus Closed	20
21	22	23 MPWA Opens	24	25	26 Campus Closed	27
28	29	30 Master Check Release Day				

Submit documentation by the due dates to ensure employees are paid on time. Please notify your [Payroll Technician](#) about any Docks, Revisions and Late documents.

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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.
- IV. Docks should be called into Payroll on a daily basis after the due date.

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.

Paycheck Distribution

Payday for June is on **Friday, June 28, 2019**, a day that the campus is closed. As with past practice, paychecks will be available for pick up, however, all paychecks and pay stubs will be distributed centrally at the following times and location: **Student Financial Services Office, UH-035, from 9:00 a.m. to 11:00 a.m. Please enter through the south entrance (parking lot) on the first floor.** Questions regarding this paycheck distribution may be directed to Lil Murga at the Student Financial Services Office, lmurga@csusb.edu. Please note that this information applies to faculty and staff only.

Parking Permits

Annual staff and faculty parking permits will not be included with this payroll. If you currently have a payroll deduction for your parking permit, you will be able to pick up your permit from your department payroll designee on or after Tuesday, June 25, 2019.