

PAYROLL BULLETIN



August 2019 | Pay Period: July 31-August 29

Deadlines

- August 5:** Student Listings due to Payroll by 10am
- August 5:** Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
- August 6:** Absence Management Approval (Including Hourly Holiday) due to Payroll by 5pm.
- August 19:** Docks need to be entered into Absence Management Self Service and email sent to Payroll Technician by 5pm.
- August 20:** All Employment/Pay Actions due by 5pm to Payroll Services (e.g. appointments, pay changes, Stipends, time base changes).
- August 22:** MPWA opens and needs to be certified

Important Date

- August 02, 09, 16, 23, 30:** Campus Closed
- August 15:** Student, Hourly, Overtime, and Shift Differential Pay Day
- August 29:** Master Check Release
- August 30:** September Pay Period Begins

August 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Pay Period Begins		Campus Closed	
	Student Listings, Hourly, Overtime, and Shift Differential Timesheets Due	AM Approvals Due			Campus Closed	
				Student, Hourly, OT, & Shift Diff Pay Day	Campus Closed	
	Docks are due	All Employment/Pay Actions due to Payroll		MPWA Opens	Campus Closed	
				Master Check Release Day Pay Period Ends	Campus Closed Sept Pay Period Begins	

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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Student Listings

When submitting Student Listing with final hours please remember to mark an **X** in the separated column and write final hours in the upper right hand corner.

Pay Stubs and Direct Deposit Advices

Student Financial Services is responsible for distributing pay stubs and direct deposit advices. Please do not forward direct deposit advices and/or pay stubs to Payroll Services in Sierra Hall 103 without speaking to your Payroll Technician first. All unclaimed pay stubs and/or direct deposit advices need to be forwarded back to Student Financial Services in University Hall 035.

Separating Attendance Form

The separating attendance form needs to be completed for the month of separation. Only report days that leave credits are used. Please make sure that you are noting the most up to date information possible.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO SEPARATING ATTENDANCE FORM

****MUST BE FORWARDED TO THE PAYROLL DEPARTMENT (SH-103) PRIOR TO EMPLOYEES LAST DAY****

Name: Joan Coyote Department: Payroll Services Last Day Worked: 07/30/2019

Empl ID: 000000000 Pos. No.: 0000002366 Time Base: Full time Part time Hourly

VACATION		PERSONAL HOLIDAY		Worked/ Earn	CTO Used	Balance
Used	Balance	Used	Balance			
<u>20</u>	<u>168</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>210</u>

SICK LEAVE		DOCK		Worked/ Earn	ADO-HOLIDAY CREDIT Used	Balance
Used	Balance	Days	Hours			
<u>0</u>	<u>21</u>	<u>00</u>	<u>00</u>	<u>00</u>	<u>00</u>	<u>00</u>

Month: July Year: 2019

CURRENT MONTH ATTENDANCE TO DATE:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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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.

Please Contact Payroll Services at 909-537-5159 with any questions or concerns Monday-Thursday from 7am-5:30pm. You can visit us in Sierra Hall 103 Monday-Thursday from 10am-5:30pm.