IMPORTANT DATES AND DEADLINES

January 31: Direct Deposit Posting Day (January Pay Period)

February 2: December Student Listings due to Payroll by 10 am

February 2: Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.

February 5: Absence Management Approval due to Payroll by 5pm.

February 15: Student, Hourly, Overtime, and Shift Differential Pay Day

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

February 20: Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm

February 22: MPWA Opens and needs to be certified

February 29: **PAY DAY- Master Check Release**

March 1: Direct Deposit Posting Day (January Pay Period)

Submit documentation by due dates to ensure employees are paid accurately and on time. Please notify your Payroll Technician of any Docks, Revisions & Late documents. Changes/updates after due date must be called in on a daily basis.)

Separating Employees

If an employee is separating (via retirement/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.

Please direct employees to the Resignation Off-Boarding portal (link below).
https://www.csusb.edu/human-resources/current-employees/separation-process

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)
  Please allow 30-45 business days to process and activate the direct deposit, until then you will receive a live check
- 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.

CIA Requests

When making changes to timekeepers, approvers, MPWA, etc. via a CIA Request, please complete a new [Payroll Signature Authorization Form](#). Scan/email to sandra.davis@csusb.edu. The form must be received in Payroll before access is approved. The CIA requests expire after 30 days.

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 the 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.

Late Student Listings

Please inform student employees that their pay **may** be late if submitting hours after the due date. This will 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.

Cal Employee Connect

What is Cal Employee Connect (CEC)

CEC is a new and secure web-based employee self-service portal that is now available through the SCO. It provides users with the ability to:

- view Earnings Statements as of midnight on the issue date and up to 36 months prior;
- view Earnings Statements in PDF format to save and print (*if you are on direct deposit*); and
- view, download and print your W-2 (*current year, plus three previous*)

NOTE: CEC will not replace the paper Earnings Statements or W-2, so you will continue to receive these on a monthly/yearly basis.

How to Register
To get started, grab a recent paystub (*or select a recent paycheck on View Paycheck in PeopleSoft*) and go to https://connect.sco.ca.gov/

As part of the registration process, you will be asked to identify your department and Agency Code. Please select **CSU, San Bernardino** as the department and enter **222** for the Agency Code.

Follow the prompts to register using your email address. It is recommended by the SCO that a personal email is used in case of loss of access to your work email due to an employment status change.

Frequently Asked Questions

If you have issues logging in or forget your CEC User Name/Password, go to [forgot username](#) or [forgot password](#) feature. For further assistance or information about CEC, a list of Frequently Asked Questions (FAQs) can be found at https://connect.sco.ca.gov/faq or email www.connecthelp@sco.ca.gov .