

PAYROLL BULLETIN



April 2024/ Pay Period 3/30-4/29/2024

IMPORTANT DATES AND DEADLINES

March 29:	Faculty and Staff Pay Day (March Pay Period)
April 1:	Holiday- Cesar Chavez Day
April 2:	Direct Deposit Posting Day (March Pay Period)
April 3:	March Student Listings due to Payroll by 10 am
April 3:	Hourly, Overtime, Shift Differential Timesheets due to payroll by 5pm.
April 5:	Absence Management Approval due to Payroll by 5pm.
April 15:	Student, Hourly, Overtime, and Shift Differential Pay Day
April 18:	All employment/pay actions due by 5pm to Payroll Services (e.g. appointments, pay changes, stipends, time base changes.
April 18:	Docks need to be entered into Absence Management Self Service and emailed to payroll technician by 5:00 pm
April 22:	Master Payroll Cutoff
April 24:	MPWA Opens and needs to be certified.
April 30:	PAY DAY- Master Check Release
May 1:	Direct Deposit Posting Day (April 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.)

Cal Employee Connect

What is Cal Employee Connect (CEC)

CEC is a secure web-based employee self-service portal that is now available through the State Controller's Office. It provides employees the ability to:

- View, save and print Earnings Statements (*if you are on direct deposit*) as of midnight on the issue date and up to 36 months prior.
- 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.

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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.

Employee Information Updates

All forms must be filled out in entirety. Any forms that are incomplete will be returned for completion before an update can be made.

- [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 when submitting via e-mail.**
- 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.

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.

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.

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 if 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>