

PAYROLL BULLETIN

Important Dates and Deadlines

Submit all documentation by due dates to ensure employees are paid accurately and on time. Please notify your **Payroll Technician** of any docks, revisions & late documents. Any changes/updates after the due date must be called in on a daily basis.



April 30 - Faculty and Staff Pay Day (April Pay Period)

May 1 - Direct Deposit Posting Date

May 2 - April Student Listings Due to Payroll by 10 am

May 2 - Hourly, Overtime, Shift Differential Timesheets Due to Payroll by 5 pm

May 6 - Absence Management Approval Due to Payroll by 5 pm

May 15 - PAY DAY- Student, Hourly, Overtime and Shift Differential

May 17 - All Employment/ Pay Actions Due to Payroll by 5 pm (e.g. appointments, pay changes, stipends, time base changes.)

May 20 - Docks must be entered into Absence Management and Emailed to the Payroll Tech by 5 pm

May 21 - May Master Payroll Cutoff !

May 23 - MPWA Opens and needs certification

May 30 - PAY DAY- Master Check Release

May 31 - Direct Deposit Posting Date (May Pay Period)

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, download 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)
- View or edit your Direct Deposit information.

NOTE: CEC will not replace the paper Earnings Statements or W-2. 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. Go to <https://connect.sco.ca.gov/> to begin. 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.

REMINDERS FOR THE MONTH



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 by 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 or 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.

Please direct employees to the Resignation Off-Boarding portal (link below).

<https://www.csusb.edu/human-resources/current-employees/separation-process>