CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
PAYROLL BULLETIN

Signed Off By: Sandra Davis on 05/31/2024

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 <u>after</u> the due date must be called in on a daily basis.

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

May 31 - Direct Deposit Posting Date

June 3 - Summer 4 x 10 Start

June 3 - April Student Listings Due to Payroll by 10 am

June 4 - Hourly, Overtime, Shift Differential Timesheets Due to Payroll by 5 pm

June 5 - Absence Management Approval Due to Payroll by 5 pm

June 13 - PAY DAY- Student, Hourly, Overtime and Shift Differential

June 13 - All Employment/ Pay Actions Due to Payroll by 5 pm (e.g. appointments, pay changes, stipends, time base changes.)

June 17 - Docks must be entered into Absence Management and Emailed to Payroll by 5 pm

June 19- Juneteenth- Campus Closed

June 20 - MPWA Opens and needs certification

June 28 - PAY DAY- Master Check Release

July 1 - Direct Deposit Posting Date (June Pay Period)

Click to **REGISTER NOW**

CAL EMPLOYEE CONNECT

https://connect.sco.ca.gov/

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 and withholding information (More information attached)

NOTE: CEC will <u>not</u> replace the paper Earnings Statements or W2. You will continue to receive these on a monthly/yearly basis.

WHAT YOU'LL NEED

Grab a recent paystub or select a recent paycheck on View Paycheck in PeopleSoft.

Click the button above 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.

What's Happening In Payroll

All Staff are Strongly Encouraged to Sign Up for CEC

California Employee Connect (CEC) has launched an Employee Services feature that enables employees to enroll/update Direct Deposit information and also submit Withholdings Change via CEC.

Please follow the provided instructions to register for a Cal Employee Connect account to be able to process changes through the State Controller's Office Self Service Portal.

*Attached is a PDF from Cal Employee Connect for the Withholdings Change User Guide

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4x10 Special PayDay Information

Be on the lookout for a separate payroll memo **June 17, 2024** regarding special payday information for the June pay period

Timekeeping Refresher Training

If you are interested in attending a one-on-one refresher training on the timekeeping processing and requirements, please email Diane Maling at diane.maling@csusb.edu to set up and time or get additional information

Payroll Summer Hours

MONDAY- THURSDAY 7 AM - 5:30 PM

CLOSED FRIDAY-SUNDAY

Be aware that these hours will not effect paydays. However, there will be special instructions to come regarding live check distribution

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DON'T FORGET

CIA Requests - complete a new **Payroll Signature Authorization Form** and Scan/email to **payroll@csusb.edu**.

Late Student Listings listings submitted after the designated deadline may result in Late Paychecks.

Reporting Docks - Review and process in Absence Management by the above posted due date.

Separating Employees - Notify your payroll tech ASAP to ensure the proper processing time for final payment

CSUSB HR Seperation