



CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

PAYROLL BULLETIN

Signed Off By: Sandra Davis on 07/30/2024

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 after the due date must be called in on a daily basis.

Aug 1 - July Student Listings Due to Payroll by 10 am

Aug 1 - Hourly, Overtime, Shift Differential Timesheets Due to Payroll by 5 pm

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

Aug 8 - **End of Summer 4/10 hours**

Aug 12 - **Campus returns to 5-day workweek**



Aug 15 - **PAY DAY- Student, Hourly, Overtime and Shift Differential**

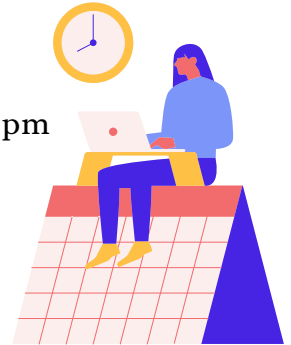
Aug 16 - All Employment/ Pay Actions Due to Payroll by 5 pm (e.g. appointments, pay changes, stipends, time base changes.)

Aug 16 - Docks must be entered into Absence Management and Emailed to Payroll by 5 pm

Aug 22 - MPWA Opens and needs certification

Aug 29 - **PAY DAY- Master Check Release**

Aug 30 - Direct Deposit Posting Date (August Pay Period)



CAL EMPLOYEE CONNECT (CEC)

<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)
- **(NEW!)** Access and download the Paycheck Calculator that allows employees to calculate and estimate their paychecks when updating their withholdings and deductions.

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

Click to
**REGISTER
NOW**

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



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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, submit Withholdings Change and access the State of California Paycheck Calculator.

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, MFA Guide and Paycheck Calculator Guide*

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



2024/2025 Telecommuting Program

CSUSB will begin the AY 2024/2025 telecommuting program on **September 9, 2024**. We will be incorporating a **1 day per week maximum** telecommuting policy this year. On or before August 19, 2024, staff and MPPs will hear from the appropriate vice president regarding the parameters of the telecommuting program.

2024/2025 Salary Increase Implementation

Our office has been receiving inquiries regarding the 2024/2025 Salary Increase processing. Please note that we are still waiting for communication from the Chancellor's Office. Communication will be sent out once we have more information.

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 Separation