

# PAYROLL BULLETIN

Signed Off By: Sandra Davis on 06/30/2024



## 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.

**July 2** - June Student Listings Due to Payroll by 10 am

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

**July 3** - Absence Management Approval Due to Payroll by 5 pm

**July 4** - **Campus Closed 4th of July** 

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

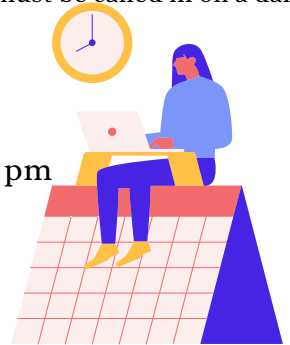
**July 16** - All Employment/ Pay Actions Due to Payroll by 5 pm (e.g. appointments, pay changes, stipends, time base changes.)

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

**July 24** - MPWA Opens and needs certification

**July 30** - **PAY DAY - Master Check Release**

**July 31** - Direct Deposit Posting Date (July 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 not replace the paper Earnings Statements or W-2. 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



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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 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

## Reminder: 2024 Maximum Vacation Hours

We are halfway through the year---this is a great time to review employees' vacation leave credits. The CSU vacation accrual policy states that vacation leave credits that exceed the allowable accrual maximums will be forfeited, effective January 1 of each year. These maximums are based on the criteria listed in the respective collective bargaining unit agreements and CSU policy for non-represented employees.

Supervisors are encouraged to monitor employee vacation accruals carefully and endeavor, to the extent operationally feasible, to have employees utilize excess vacation time. requests for excess vacation carryovers are evaluated on a case-by-case basis and must meet specific criteria in order to be considered for approval.

Payroll Services will be sending an initial list of employees that will have excess vacation hours by the last week of September.

## 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](mailto:diane.maling@csusb.edu) to set up and time or get additional information



## DON'T FORGET

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