

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
PAYROLL BULLETIN

Signed Off By: Sandra Davis on 09/30/2024

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.

Oct 2- October Student Listings Due to Payroll by 10 am

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

Oct 4- Absence Management Approval Due to Payroll by 5 pm

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

Oct 18 - All Employment/ Pay Actions Due to Payroll by 5 pm (e.g. appointments, pay changes, stipends, time base changes.)

Oct 21- Docks must be entered into Absence Management and Emailed to Payroll by 5 pm

Oct 23 - MPWA Opens and needs certification

Oct 30 - PAY DAY- Master Check Release

Oct 31 - Direct Deposit Posting Date (October 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.

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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Due to recent staffing changes, please see the most recent Payroll Team assignments as of 09/15/2024:

Payroll Team Information	College/Department/Division	Unit Numbers	Payroll Team Information	College/Department/Division	Unit Numbers
Sandra Davis	Human Resources	97	Jamie Tricinella	College of Business	001-009
xt. 73533	College of Arts & Letters (Faculty)	31-40	xt. 73169	College of Education	015-24
				College of Social and Behavioral Sciences	67-81
Diane Maling	College of Arts & Letters (Staff & Students)	30, 43		College of Extended and Global Education	87, 100-102
xt. 74553	Academic Affairs	90		Institutional Research	94
	Office of Community Engagement	86		Information Technology Sevices (FTO)	104, 107
	Graduate Studies	92		Public Safety	120
	SEMM	88, 103		Parking Services	121
	President's Office	93			
	Library Services	105-106	Angelica Gil	College of Natural Sciences	48-61
	University Advancement	108	xt. 73166	Accounting	89
	ASUA	112-113, 139-143		Palm Desert Campus (PDC)	91
	Student Affairs	122-129		Finance Operations	95
	Events Management	130		Budget Office	96
				Procurement & Support Services	98
				Facilities Planning & Services	99, 114-118
				Environmental Health & Safety	138

We are working on updating our Payroll Website with the changes. When submitting Payroll forms (Student Listings, Timesheets, Alternate Work Schedule Forms, EAR, Direct Deposit Forms, etc), please make sure to send it to the assigned Payroll team member AND to payroll@csusb.edu. Thank you for your patience as we work through this transition.

Reminder: 2024 Maximum Vacation Hours



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 accrual 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 before we finalize the September 2024 Absence Management Calendar.

DON'T FORGET

CIA Requests - complete a new **Payroll Signature Authorization Form** and Scan/email to payroll@csusb.edu. For updates on submitted requests, please contact CIA-support@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