CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

PAYROLL BULLETIN

Signed Off By: Sandra Davis on 08/29/2024

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.

Sept 3- August Student Listings Due to Payroll by 10 am

Sept 3 - Hourly, Overtime, Shift Differential Timesheets Due to Payroll by 5 pm

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

**Sept 16** - PAY DAY- Student, Hourly, Overtime and Shift Differential

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

Sept 19- Docks must be entered into Absence Management and Emailed to Payroll by 5 pm

Sept 23 - MPWA Opens and needs certification

Sept 30 - PAY DAY- Master Check Release

Oct 1 - Direct Deposit Posting Date (August Pay Period)

CAL EMPLOYEE CONNECT (CEC)

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

Click to REGISTER NOW
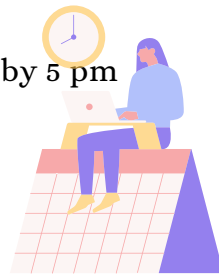
What is Cal Employee Connect (CEC)?

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 <u>not</u> 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.

Update on the 2024/2025 Salary Increase Implementation

Approved **General Salary Increases for 2024/2025 effective July 1, 2024** were processed for the following Bargaining Units:

- **California State University Employees Union (Units 2, 5, 7 and 9)- 5%**
- **California Faculty Association (Unit 3)- 5%**
- **Statewide University Police Association (Unit 8)- 5%**
- **Academic Student Employees (Unit 11)- 5%**

The Payroll Office is still currently reconciling and auditing all retroactive salary updates that were processed on the week of August 20th.

A **New Salary Step Structure** will be implemented for **Teamsters (Unit 6)** effective **October 1, 2024**

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

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 by the last week of September.

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**