

# **JULY 2006 – Payroll Pointers**

Please exercise the necessary caution when using employee information. Personal information on Time and Attendance Reports and absence reports is confidential and should be handled sensitively and kept in a secure location.

The Payroll Services staff extends a special thanks to everyone who submitted their final 2005-06 documentation in time for us to include the information in our fiscal year-end reporting for the university.

We are again asking for your cooperation. Payroll Services is required to prepare a year-end cost report on leave balances as of 6/30/06. Please submit all absence reports for June 2006 and prior to Payroll Services as soon as possible so we can accurately report this information

## **JULY 2006 PAY PERIOD**

Nonacademic employees - July 1 through August 1 (22 days)

Academic employees - July 1 through August 1 (21 days)

Extra Quarter - June 19 through August 1 (31 days)

## **IMPORTANT DATES FOR JULY**

July 04	Independence Day observed
July 10	Hourly Payday - Checks Released to Departments
July 13	Student Assistant Payday - Checks Released at Cashier's Office
July 14	Overtime/Shift Diff/Excess Hours Payday - Checks Released to Departments
July 19	All employment transactions due
July 20	Report Docks to Your Payroll Technician
July 27	Time and Attendance Reports (F672's) due
August 01	PAYDAY
August 01	Deadline for July Hourly Time Vouchers and Paid Overtime Forms *
August 02	July Student Assistant Attendance Reports (CD048) due

### **\* NEW DEADLINE**

**Hourly time vouchers and paid overtime forms will not be due on payday.**

## **DUE DATES**

All state payroll warrants are issued by the State Controller's Office (SCO). The SCO has standard processing guidelines that must be followed in order to generate timely and accurate pay through automated processing. Therefore, any pay documentation, such as appointment letters, overtime documents, student assistant time and attendance reports, submitted to Payroll Services after the established due dates may result in a delay of payment.

## POSTING THE HOLIDAY – NONACADEMIC EMPLOYEES

Independence Day is observed Monday, July 4 and the University is closed.

For all employees who do not work on the 4<sup>th</sup>:

- Post a **red "H"** in the appropriate square of the F672.

If an employee is required to work on the holiday because of workload demands:

- Post the actual number of hours worked and a **blue "W"** on the F672.

- Submit an overtime document, approved in advance, with the F672 for non-exempt employees. (Compensation is granted in accordance with FLSA regulations and CSU guidelines.)

## FOR CSUEU EMPLOYEES

If the holiday falls on an employee's regularly scheduled day off:

- The employee is entitled to a replacement day off during the week of the holiday.

- post a **blue "H"** on the holiday and a **red "H"** on the replacement day.

If the employee is not provided with a replacement day off:

- Post a **blue "H"** on the F672.

- Submit a Holiday Credit Form with the F672. The number of holiday hours credited is equal to his/her normal workday. Please note that the holiday must be used within ninety (90) days after the holiday is observed or it is forfeited. **That deadline date is October 2.** This form is available on our website.

For questions regarding employees in other bargaining units and their regularly scheduled day off falls on the holiday, please contact Payroll Services.

You are cautioned that the University does not recognize unofficial CTO. Unofficial CTO is in conflict with University policy and the bargaining unit agreements. **All overtime must be authorized by the appropriate administrator prior to the date the overtime is worked.** In addition, all overtime hours must be reported on the Time and Attendance Report (F672).

## EXTRA QUARTER ASSIGNMENTS

Faculty may not use sick leave credits in their extra quarter assignment. However, the employee's personal holiday may be used in accordance with provisions outlined in the Unit 3 Bargaining Agreement.

## WEBSITE

Payroll Pointers and payroll related information is available on our website at:  
[www.csupomona.edu/~dhrrsp](http://www.csupomona.edu/~dhrrsp).