

PAYROLL POINTERS

May 2008

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.

MAY 2008 PAY PERIOD

Nonacademic employees - May 1 through May 31 (22 days)

Academic employees - May 1 through May 31 (21 days)

IMPORTANT DATES FOR MAY

May 01	Direct Deposit Posting Date for April 2008 Payday
May 01	April Student Assistant Time & Attendance Reports Due
May 09	Hourly Payday - Checks Released at Cashier's Office
May 15	Overtime/Shift Differential/Excess Hours Payday-Checks Released at Cashier's Office
May 16	Student Assistant Payday - Checks Released at Cashier's Office
May 19	All Employment Documentation Due
May 20	Report Docks
May 26	Memorial Day Holiday
May 27	Time and Attendance Reports (F672) due
May 30	PAYDAY
May 30	Deadline for May Hourly Time Vouchers and Paid Overtime Forms
June 02	May Student Assistant Time & Attendance Reports Due
June 02	Direct Deposit Posting Date for May 2008 Payday

DUE DATES

It is critical that accurate payroll documentation is submitted on the due dates provided. Examples of payroll documentation include appointment letters, temporary faculty approval reports, pay increases, leaves, overtime documents, student assistant time and attendance reports and absence reports.

The State Controller's Office issues paychecks for our employees and have established strict timelines that have to be met in order to generate timely paychecks.

Payroll Services consistently receives late documentation that causes employees to be paid late and/or incorrectly. The last submission of these documents also has an adverse impact in other areas of our operation due to the extra workload involved to generate pay after due dates.

Please submit documentation timely so that your employees may be paid accurately and timely. Also, the end of our fiscal year will soon be here. Timely submission of documents will also ensure accurate financial reporting.

IRREGULAR WORK SCHEDULES

Irregular work schedules are schedules where hours worked differ from the normal work schedule of Monday through Friday, 8:00 a.m. through 5:00 p.m. Some irregular schedules, also known as alternate work schedules may be compressed such as 9/80, 4/10 or 3/12. These schedules may require a one or two week work period.

All non-academic employees who work an irregular work schedule must have their work schedule approved by the appropriate administrator. In addition, an irregular work schedule form must be signed and on file in Payroll Services in order to ensure that employees are compensated in accordance with the various collective bargaining unit agreements and FLSA guidelines.

For additional information, please contact Payroll Services at extension 2233.

POSTING THE HOLIDAY ON THE F672 - NONACADEMIC EMPLOYEES

The Memorial Day Holiday is observed on Monday, May 26 and the University is closed.

For all employees who do not work on this holiday:

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

CSUEU EMPLOYEES

If the holiday is observed on a non-work day:

- Post a blue "H" on the F672.
- Submit a Holiday Credit Form with the F672. This form is available on our website. The number of holiday hours credited is equal to his/her normal workday. CSUEU holiday credit must be used within 180 days after the holiday was observed. If not used within the 180 days due to operational needs, the hours will be paid to the employee.

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

BEREAVEMENT/FUNERAL LEAVE

Funeral leave is to be used in daily increments and should be taken in consecutive days. The intent is for the employee to take consecutive time off to prepare for and attend the funeral. Guidelines for this leave vary by bargaining unit. Please contact Payroll Services for specific details.