

NOVEMBER 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.

NOVEMBER 2006 PAY PERIOD

Nonacademic employees - November 1 through November 30 (22 days)

Academic Employees - November 1 through November 30 (19 days)

IMPORTANT DATES FOR OCTOBER

Nov 01 October Student Assistant Time & Attendance Reports (CD048) due
Nov 01 Direct Deposit Posting Date for October 2006 Payday
Nov 09 Hourly Payday - Checks released to Departments
Nov 10 Veterans Day Holiday
Nov 15 Overtime/Shift Diff/Excess Hours Payday - Checks released to Department
Nov 16 Student Assistant Payday - Checks released at Cashier's Office
Nov 16 All employment documentation due
Nov 17 Report docks
Nov 23 Thanksgiving Day Holiday
Nov 24 Columbus Day Holiday observed
Nov 27 Time and Attendance Reports (F672) due
Nov 30 PAYDAY
Nov 30 Deadline for November hourly time vouchers and paid overtime forms
Dec 01 November Student Assistant Time & Attendance Reports (CD048) due
Dec 01 Direct Deposit Posting Date for November 2006 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 HOLIDAYS ON THE F672 - NONACADEMIC EMPLOYEES

There are three holidays in November:

Friday	November 10	Veterans Day
Thursday	November 23	Thanksgiving Day
Friday	November 24	Columbus Day Observed

For all employees who do not work on these dates:

- 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.)

POSTING THE HOLIDAY - 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. This form is available on our website. 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.

The ninety (90) day deadline for these holidays are:

Thursday	Feb 08, 2007	Veterans Day
Wednesday	Feb 21, 2007	Thanksgiving Day
Thursday	Feb 22, 2007	Columbus Day observance

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).

PERSONAL HOLIDAY

The 2006 Personal Holiday must be used by December 31 or it will be forfeited. There will be no exceptions. Please remind all employees who have not taken their Personal Holiday to do so by December 31, 2006.

EXCESSIVE VACATION BALANCES

Please remind those employees in your area who will have excess vacation credits on January 1, to make arrangements to use their time prior to December 31, so it will not be forfeited.

VACATION USAGE FOR 12-MONTH COACHES & FACULTY

In compliance with the Unit 3 contract, all 12-month coaches and faculty are to use 40 hours of vacation within a calendar year. Please remind your employees to use this time prior to December 31st to avoid forfeiture.

2006 W-2'S

The State Controller's Office (SCO) will mail 2006 Wage and Tax Statements (W-2) directly to the address employees have on file with Payroll Services. For verification purposes, the address of record was printed on the bottom of the paycheck stub dated

November 1, 2006. If the address is not correct, the employee should contact Payroll Services at extension 2233 or stop by the Human Resources/Payroll Services Customer Service Center (CSC) to complete an address change form. This form is also available on our website. These address changes must be received in Payroll Services by December 08, 2006.

CAMPUS CLOSURE - DECEMBER 29, 2006

Employees who have insufficient vacation, CTO or Personal Holiday credits to use to cover the campus closure on December 29 should consult with their supervisor so that they may be provided with sufficient work prior to the scheduled closure to prevent any loss of pay or benefits. Time worked for this purpose will be credited in accordance with the appropriate CSU guidelines.

All leave credits used by employees for December 29 must be posted on the F672. In order to minimize workload for department attendance coordinators, absence reports (F634) are not required for time used on December 29. However, in instances where an employee will be required to work on December 29, an approved Holiday Closure Work Authorization form must be submitted with the F672. This form is available on our website. Please photocopy this form for the employees in your area.

To assist your employees in proper planning for the campus closure, please refer to the November memo that will be out soon regarding compensatory time off (CTO) for each bargaining unit.