

Payroll Pointers

November 2007

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 2007 PAY PERIOD

Nonacademic employees - October 31 through November 29 (22 days)

Academic Employees - October 31 through November 29 (19 days)

IMPORTANT DATES FOR NOVEMBER

| | |
|---------|---|
| Oct 31 | October Student Assistant Time & Attendance Reports (CD048) due |
| Oct 31 | Direct Deposit Posting Date for October 2007 Payday |
| Nov 09 | Hourly Payday - Checks Released at Cashier's Office |
| Nov 12 | Veterans Day Holiday |
| Nov 15 | Overtime/Shift Diff/Excess Hours Payday - Checks Released at Cashier's Office |
| Nov 16 | Student Assistant Payday - Checks Released at Cashier's Office |
| Nov 16 | All Employment Documentation Due |
| Nov 16 | Report Docks |
| Nov 22 | Thanksgiving Day Holiday |
| Nov 23 | Columbus Day Holiday Observed |
| Nov 26 | Time and Attendance Reports (F672) Due |
| Nov 29 | PAYDAY |
| Nov 29 | Deadline for November Hourly Time Vouchers and Paid Overtime Forms |
| Nov. 30 | November Student Assistant Time & Attendance Reports (CD048) Due |
| Nov. 30 | Direct Deposit Posting Date for November 2007 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:

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|----------|-------------|-----------------------|
| Monday | November 12 | Veterans Day |
| Thursday | November 22 | Thanksgiving Day |
| Friday | November 23 | 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 credit must be used within (180) days after the holiday is observed. If not used, the holiday credit will be paid.

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).

CATASTROPHIC LEAVE DONATIONS

For a listing of employees eligible to receive catastrophic leave donations, refer to the article in Polycentric <http://polycentric.csupomona.edu/catleave.shtml>

PERSONAL HOLIDAY

The 2007 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, 2007.

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 FACULTY THAT EARN VACATION

After one full year of employment, faculty who earn vacation should take a minimum of forty (40) hours of vacation each calendar year. Any part of the 40 hours not taken during the calendar year will be forfeited as of January 1 of the following year.

2007 W-2'S

The State Controller's Office (SCO) will mail 2007 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 October 31, 2007. 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 12, 2007 in order for changes to be processed by the SCO deadline of December 15, 2007.

DECEMBER CAMPUS CLOSURE

Employees who have insufficient vacation, CTO or Personal Holiday credits to use to cover the campus closure on December 31 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 31 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 31. However, in instances where an employee will be required to work on December 31, 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.