Payroll Calendar

- **Types of Days**
  - **Academic Workdays** – days for which academic employees may be appointed, report attendance, etc.
  - **Campus Closure** – holidays, observed holidays, and University designated closure
    - Monday, December 30, 2021: report leave credits due to the University designated closure
  - **Master Payday** – dates when paychecks and direct deposit advices are released to monthly salaried employee
  - **Student and Positive Attendance Pay Day** – dates when paychecks are released to hourly employee
  - **Overtime, Shift Differential, and Stipend Payday** – dates when paychecks are released to employees who

- **Final Attendance** – all corrections to absences and attendance is due by 10:00 AM

- **Approve** – all absences and attendance should be approved by this date

- **Cutoff for Transactions Affecting Pay**

- **Payroll Master Cutoff**

http://www.calstatela.edu/hrm/payroll-employee-information#payroll-calendar
Method of Distribution
Payroll Warrants/Direct Deposit Advice

- Generated at the California State Controller’s Office in Sacramento, CA

Payroll Warrants & Direct Deposit Advices

- Warrants and direct deposit advices are sorted for departments and college fiscal offices for pickup

Mailed to University

- Further distributed to departments and employees

Service Center
Cal Employee Connect
State of California – State Controller’s Office

The State Controller’s Office (SCO) is the Payroll “system of record” for the CSU. The SCO released Cal Employee CONNECT, the SCO’s Employee Self-Service Portal application.

• Access the last three years of earnings statements
• Access the last four years of W-2s

Registration is easy and only takes a few minutes. You will need to provide your Social Security Number, date of birth, and some information from either a direct deposit advice or pay warrant notice. Upon successful validation, you will be asked to enter your email address and create a user name and password.

https://connect.sco.ca.gov/
Direct Deposit & Warrant/Advice
Payroll Warrants/Direct Deposit Advice

Direct Deposit
- 4-6 weeks processing time to enroll, cancel, or change
  1. Certified by payroll office
  2. Mailed to State Controllers’ Office for processing
  3. Contact our office at payroll@calstatela.edu after two pay periods to follow-up on enrollment if you are still receiving payroll warrants

Warrant/Advice Overview
a) Warrant/Advice number
b) Name
c) Pay Period
d) Issue Date
e) Federal Tax Status
f) State Tax Status
g) Gross Earnings
h) Taxable Earnings
i) Total Deductions
j) Net Pay
k) Year-To-Date
l) Earnings Types
m) Deductions Detail
n) Employer Contributions
o) State Controller’s Office Message
Mandatory Deductions
Payroll Warrants/Direct Deposit Advice

- Federal Taxes
- State Taxes
- Retirement Plans (eligibility varies)
  - CalPERS – percentage varies with position, date of eligibility and year
    - New members are currently contributing 7.25%
    - Social Security Tax – 6.2%
    - Medicare Tax – 1.45%
  - Savings Plus: Part-time, Seasonal, and Temporary Employees Retirement Program (PST)
    - Employee contributions – 7.5%
    - Medicare Tax – 1.45%
- Assignment of Wages (if applicable)
- Garnishment/Levy (if applicable)
Voluntary Deductions
Payroll Warrants/Direct Deposit Advice

Including, but not limited to:
- Health Insurance Premium
- Dental Insurance
- Vision Insurance
- Life Insurance
- Parking and Transportation
- Voluntary Retirements & Savings Programs
- Additional Federal/State Tax Deductions
Lost or Stolen Payroll Warrants

Payroll Warrants/Direct Deposit Advice

If you are not enrolled into direct deposit it may take between 4-6 weeks to issue a replacement warrant. Use either method to notify us of the lost warrant. Process

1. Report lost or stolen warrant to payroll office.
   a. Department administrator or assistant may e-mail payroll@calstatela.edu with the following:
      • Employee name
      • Pay period
      • Payment type (e.g. regular monthly pay, overtime pay, shift, etc.)
      • Reason for request
   b. Visit our office with the following:
      • Valid government issued ID
      • Pay period
      • Payment type (e.g. regular monthly pay, overtime pay, shift, etc.)
      • Expected gross earnings

2. Our office will file a request for replacement warrant with the State Controller’s Office.

3. The State Controller’s Office will verify funds on warrant:
   a. If funds are still available a replacement check will be issued and mailed to the payroll office.
   b. If funds are no longer available, our office will be notified. We will contact you and additional paperwork and efforts must be made with you and the State Controller’s Office.
Online Address Changes

Visit my.calstatela.edu to access the HRM self-service menu to review and update your current home and mailing addresses.

Navigate from the “Main Menu” to the “Home and Mailing Address” page.

NOTE: Do not use the “GETLA” quick launch link. Due to authentication issues, either use a different browser or clear your browser cache and restart your browser.
Tax Withholding Status

Complete the “Employee Action Request” (EAR) form to update your tax withholding Status.

1. Section B: Select “Address Change”
2. Section C: Complete the following fields
   A. Social Security Number
   B. Employee Last Name
   C. First Name and Middle Initial
3. Section E: Complete the following
   A. Federal and State Allowance AND
   B. Special Treatment of State Allowances (if applicable) AND
   C. Additional Deductions (if applicable) OR
   A. Exemption from Withholding
4. Section I: Sign and date form
   Remember to retain a copy for your records
Leave Credits

- **Personal Holiday**
  - 1 day of paid leave per calendar year
    - Must be used by the end of the calendar year or it will be forfeited
- You earn sick and vacation leave credits if you work a minimum of 11 days in a pay period. You cannot use any accruals in the same pay period it is earned.
  - All accruals are prorated to your time base.
    - Working 40 hours per week
      - Maximum accrual: 8 sick hours per pay period
    - Working less than 40 hours per week
      - For example: employees working 20 hours a week will earn 4 sick hours per pay period
- **Sick Leave**
  - Accruals: maximum 8 hours per pay period, prorated to your time base
  - No maximum sick leave balance
- **Vacation Leave** (see next page for “Graduated Vacation Chart”)
  - Accruals are based on absence service credit requirements, prorated to your time base
    - For example: a brand new full-time employee will earn 6.667 hours per pay period
  - Maximum year-end balance is based on bargaining unit
    - For example: a unit 2 employee’s maximum year end balance is 320 hours
Graduated Vacation Chart

Accrual and maximum year-end balance is based on service requirements and bargaining unit, prorated to your time base.

<table>
<thead>
<tr>
<th>SERVICE REQUIREMENTS*</th>
<th>MONTHLY VACATION ACCRUAL RATE</th>
<th>DAYS ACCRUED PER YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3 YEARS: 1 TO 36 MONTHS</td>
<td>6 1/3 HOURS</td>
<td>10</td>
</tr>
<tr>
<td>3-5 YEARS: 37 TO 72 MONTHS</td>
<td>10 HOURS</td>
<td>15</td>
</tr>
<tr>
<td>6-10 YEARS: 73 TO 120 MONTHS</td>
<td>11 2/3 HOURS</td>
<td>17</td>
</tr>
<tr>
<td>10-15 YEARS: 121 TO 180 MONTHS</td>
<td>12 2/3 HOURS</td>
<td>19</td>
</tr>
<tr>
<td>15-20 YEARS: 181 TO 240 MONTHS</td>
<td>14 HOURS</td>
<td>21</td>
</tr>
<tr>
<td>20-25 YEARS: 241 TO 300 MONTHS</td>
<td>15 1/3 HOURS</td>
<td>23</td>
</tr>
<tr>
<td>OVER 25 YEARS: 301 MONTHS AND UP</td>
<td>16 HOURS</td>
<td>24</td>
</tr>
</tbody>
</table>

**VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN EXECUTIVE (M98), MANAGEMENT (M90), CONFIDENTIAL (C99), FACULTY (UNIT 3) AND ACADEMIC STUDENT (UNIT 11)**

<table>
<thead>
<tr>
<th>BARGAINING UNIT OR CLASSIFICATION</th>
<th>ANNUAL CTO MAX*</th>
<th>FLSA ANNUAL CTO MAX**</th>
<th>MAX VACATION: LESS THAN 10 YEARS OF SERVICE</th>
<th>MAX VACATION: MORE THAN 10 YEARS OF SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>M98</td>
<td>N/A</td>
<td>N/A</td>
<td>480 HOURS</td>
<td>480 HOURS</td>
</tr>
<tr>
<td>M90</td>
<td>N/A</td>
<td>N/A</td>
<td>384 HOURS</td>
<td>440 HOURS</td>
</tr>
<tr>
<td>UNIT 1</td>
<td>N/A</td>
<td>N/A</td>
<td>272 HOURS</td>
<td>384 HOURS</td>
</tr>
<tr>
<td>UNIT 2</td>
<td>120 HOURS</td>
<td>240 HOURS</td>
<td>320 HOURS</td>
<td>440 HOURS</td>
</tr>
<tr>
<td>UNIT 3</td>
<td>N/A</td>
<td>N/A</td>
<td>320 HOURS</td>
<td>440 HOURS</td>
</tr>
<tr>
<td>UNIT 4</td>
<td>120 HOURS</td>
<td>240 HOURS</td>
<td>320 HOURS</td>
<td>440 HOURS</td>
</tr>
<tr>
<td>UNIT 5</td>
<td>120 HOURS</td>
<td>240 HOURS</td>
<td>320 HOURS</td>
<td>440 HOURS</td>
</tr>
<tr>
<td>UNIT 6</td>
<td>240 HOURS</td>
<td>240 HOURS</td>
<td>272 HOURS</td>
<td>384 HOURS</td>
</tr>
<tr>
<td>UNIT 7</td>
<td>120 HOURS</td>
<td>240 HOURS</td>
<td>320 HOURS</td>
<td>440 HOURS</td>
</tr>
<tr>
<td>UNIT 8</td>
<td>200 HOURS***</td>
<td>480 HOURS</td>
<td>272 HOURS</td>
<td>384 HOURS</td>
</tr>
<tr>
<td>UNIT 9</td>
<td>120 HOURS</td>
<td>240 HOURS</td>
<td>320 HOURS</td>
<td>440 HOURS</td>
</tr>
<tr>
<td>UNIT 10</td>
<td>240 HOURS</td>
<td>240 HOURS</td>
<td>272 HOURS</td>
<td>384 HOURS</td>
</tr>
<tr>
<td>UNIT 11</td>
<td>N/A</td>
<td>N/A</td>
<td>80 HOURS</td>
<td>80 HOURS</td>
</tr>
<tr>
<td>UNIT 12</td>
<td>N/A</td>
<td>N/A</td>
<td>272 HOURS</td>
<td>440 HOURS</td>
</tr>
<tr>
<td>E95</td>
<td>120 HOURS</td>
<td>240 HOURS</td>
<td>272 HOURS</td>
<td>384 HOURS</td>
</tr>
<tr>
<td>C95</td>
<td>120 HOURS</td>
<td>240 HOURS</td>
<td>384 HOURS</td>
<td>440 HOURS</td>
</tr>
</tbody>
</table>

* In terms of full-time service

*PER MOU/Policy
**Pursuant to Fair Labor Standards Act
***Refer to appropriate MOU

4/28/18
Absence Management

Navigation: Main Menu > Self Service > Time Reporting > Report Time > Report and View Absences
- Always report absences within the pay period
- You must report “No Leave Taken” if there are no absences to report.

Navigation: Main Menu > Self Service > Time Reporting > Employee Balance Inquiry
- Monthly ending balances are recorded in “Employee Balance Inquiry”
- Retroactive manual adjustments are displayed

Verify with your department what your department practice is.
Time and Labor

Visit my.calstatela.edu to access the HRM self-service menu to report your attendance as an hourly employee or additional hours. Verify with your department what your department practice is.

Navigation:  Main Menu > Self Service > Time Reporting > Report Time > Timesheet

- Hourly employee
  - Hourly attendance (regular hours)
  - Additional Hours
- Monthly Employees
  - Additional Hours

Types of Additional Hours
- Regular
- Overtime
- Shift Differential
- Holiday Credit
Visit our website at: www.calstatela.edu/hrm/payroll

a) Payroll Home Page
b) Absence Management – guides and information
c) Time & Labor – guides and information
d) Employee Information
   ▪ Payroll Calendars
   ▪ Pay Schedules
   ▪ Holiday Calendars
   ▪ Direct Deposit Schedules
e) Forms
f) Payroll Staff