



# Payroll Administration

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**[csun.edu/payroll](http://csun.edu/payroll)**

# Time & Labor/Absence Management (T&L/AM)

## Time & Labor

T&L Approval is the process for approving the hours reported to be paid. These may include: Positive Reporting (hourly employees), Overtime, and/or Shift differential. Time approved will generate pay the following 15<sup>th</sup> of the month (i.e. overtime reported and approved for April will issue May 15<sup>th</sup>).

## Absence Management

Absence Approval is the process for approving the absences reported in a pay period. These may include: Sick, Vacation, Jury Duty, and/or No Time Taken. Absences need to be approved the first week following the end of a pay period.

# Master Payroll Certification (MPC)

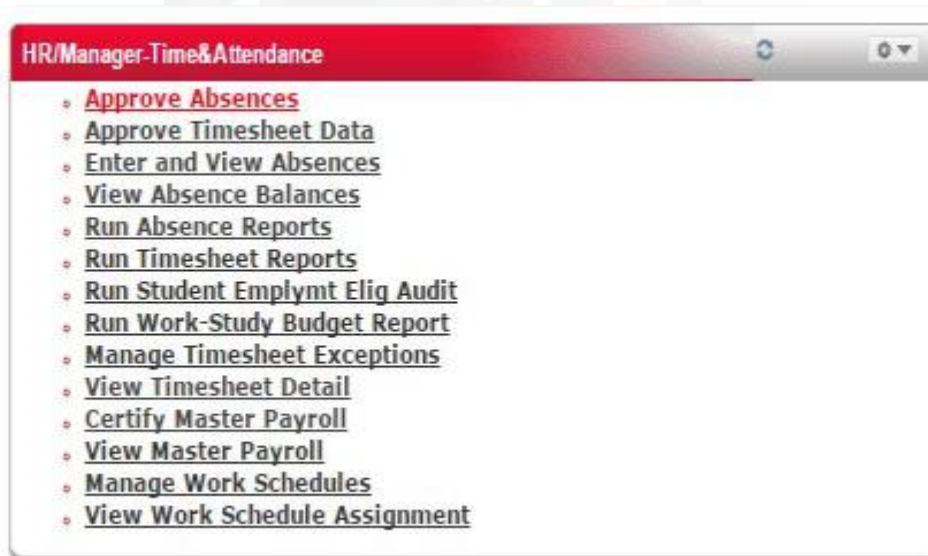
## Purpose

MPC is the process of authorized department Approvers certifying the accuracy of **salaried** employees scheduled to be paid for a given pay period. This includes number of days being paid and job information being certified to generate pay.

## Exceptions

Approvers are not to approve any employees whose data is not accurate. Common inaccuracies include: terminated employees, employees on unpaid leave status, and/or assignment changes. Additionally, employees not reflected on the MPC will need to be submitted via MPC Exception Form.

Approvers can access the option to approve the Master Payroll Certification and/or Time & Labor / Absence Management through the myNorthridge portal homepage.



**From:** [owner-pshrsapp-l@csun.edu](mailto:owner-pshrsapp-l@csun.edu) on behalf of [HR: Payroll Administration](#)  
**To:** [pshrstime-l](#); [pshrsapp-l](#)  
**Subject:** Time & Labor/Absence Management Deadlines - January 2019 \*\*\*REMINDER\*\*\*  
**Date:** Friday, February 1, 2019 8:48:55 AM  
**Attachments:** [image001.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)



Dear Timekeepers and Approvers:

Please note the following important Time & Labor and Absence Management dates for January 2019 (1/01/2019-1/30/2019):

- Campus Holiday(s):
  - Tuesday, January 1, 2019 (New Year's Day)
  - Monday, January 21, 2019 (Martin Luther King, Jr. Day)
- ❖ Entry Deadline for Time & Absence: Friday, February 1, 2019 (close of business)
- # Approval Deadline for Time & Absence: Monday, February 4, 2019 (close of business)

GENERAL REMINDERS

STUDENT HOURS

During the academic semester, student employees may work up to, but not in excess of 20 hours per week in all positions combined. The work week begins on Sunday and ends on Saturday. The 20-hour restriction is applicable regardless if the week falls in a single pay period or includes a portion of another pay period.

Week of January 13, 2019 (Split Week)

When the academic semester starts, or ends, in the middle of a work week, it is a "split" week. The FIRST day of the Spring semester was Thursday, January 17<sup>th</sup>. The maximum number of hours allowed for this week is 32 hours. The actual hours per day worked in this week can be in any combination resulting in up to no more than 32 hours. For these employees, please post the comment "32-hr Eligible" when managing exceptions after reviewing the students' record.


1/14/2019	1/15/2019	1/16/2019	1/17/2019	1/18/2019	
Monday	Tuesday	Wednesday	Thursday	Friday	<b>Total</b>
8	8	8	4	4	32

hours

TIMESHEET

Time Entry

The entry of hours worked should be entered after the work has been performed. Advance time entry is prohibited.

Please do not enter "0" hours on days that work was not performed. If reported time needs to be deleted, remove the hours entered instead of replacing them with "0". When deleting all hours on a row, please use the  icon to delete the entire row.


When entering regular hours, please utilize the conversion chart below. Fractions of regular hours should not exceed one decimal place.

Minutes	Tenths	Minutes	Tenths
1-6	0.1	31-36	0.6
7-12	0.2	37-42	0.7
13-18	0.3	43-48	0.8
19-24	0.4	49-54	0.9
25-30	0.5	55-60	1.0

Audits/Reports

ABSENCE

Docks

If an employee does not have leave time to cover an absence, dock time should be entered. These transactions should be entered and approved as soon as the dock situation is known. Docks entered before the monthly payroll cutoff will help to ensure accurate payment. Docks entered after the cutoff date may delay an employee's pay and/or generate an obligation for repayment. This deadline is denoted as  on the [University Payroll Calendar](#).

Audits/Reports

To ensure accurate and complete absence reporting, review all [Absence Reports](#) prior to the monthly timekeeper and approver deadlines, as appropriate.

To ensure accurate and complete time reporting, review your [Timesheet Reports](#), [Manage Exceptions](#) page, and [Student Employment Eligibility Audit](#) prior to the monthly timekeeper and approver deadlines, as appropriate.

#### Student Hours on a Holiday

Please ensure student work hours reported on a holiday are valid and not an error. If there is a business need and requirement for your department to schedule a student employee to work on a campus holiday, we ask that you take the necessary steps to ensure that they work under the supervision of the appropriate staff member.

- [Excess Plus/Minus - Negative](#)
- [Excess Plus/Minus - Positive](#)
- [Excessive Hours In Single Day](#)
- [No Leave Taken](#)
- [Reported Absences](#)
- [Reported Absences Not Approved](#)

#### Holiday Pay for Hourly Employees (Non-Student)

Holiday pay is based on total hours worked (and paid absences) in the month the holiday is observed. All hours worked during the pay period are considered in computing holiday hours (exclusive of the holiday hours not actually worked). Holiday hours are to be recorded in the Absence Management module. Please do not report holiday time in Time & Labor/Timesheets as that will result in duplicate payment.

Hourly employees in job classifications that accrue leave time (e.g. vacation, sick, etc.) and Casual Workers (Job Code 1800) are eligible for holiday pay. Rehired Annuitants are not eligible for holiday pay regardless of job classification. For more information, please refer to <http://www.csun.edu/payroll/solar-self-reporter-non-student-employee-fact-sheet>

#### Alternate Day Off (ADO)

Employees on alternate or compressed work schedules whose day off falls on a holiday are entitled to an Alternate Day Off (ADO). ADO is recorded in the system based on the number of hours an employee is scheduled to work on their normal work day. All ADO Earned and Taken entries should be reported using the Partial Days indicator.

**Payroll Administration** | Office of Human Resources

165 University Hall | California State University, Northridge | Mail Drop 8229 | (Tel) 818.677.2101 | (Fax) 818.677.5870

**From:** [payrolladministration@csun.edu](mailto:payrolladministration@csun.edu)  
**To:**  
**Subject:** Reminder: Report Monthly Absences  
**Date:** Thursday, November 29, 2018 9:02:01 AM

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Human Resources records indicate that you are designated as an Absence Self-Reporter, and that you have not reported any absences/leave time or affirmed that you did not take any time off by reporting "No Leave Taken" for the pay period beginning 10/31/2018 and ending 11/29/2018. Please log into the myNorthridge portal at [www.csun.edu](http://www.csun.edu) to report your attendance by your department's deadline and no later than the close of business on 12/3/2018. Employees in a Casual Worker designation only need to affirm absences due to holiday(s) or jury duty.

This email is automatically generated to employees who are designated as Absence Self-Reporters in the system. If this does not coincide with your records or if you have any questions, please consult with your manager or department Timekeeper.

Thank you.