

## Timekeeping and Payroll

Here at California State University, Northridge, we know that your pay is important to you. We want to provide some basic information about the [payroll process](#) for State employees, and the steps on how to enter your time and absences.

[Fiscal year 2020-2021 self-reporting due dates](#)

[Payroll Calendars & Schedules](#)

### **Please report your time daily:**

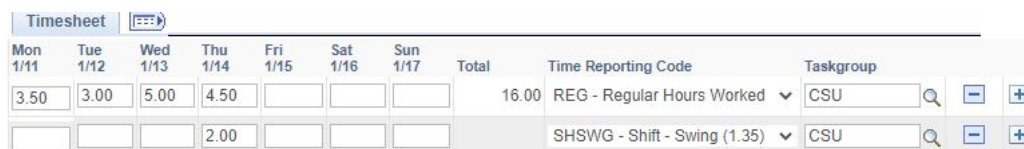
- Go to our main [CSUN home page](#) and then select the MYNORTHRIDGE PORTAL. Log in using your CSUN credentials.
- Select “Enter Timesheet Data” located under the HR/Employee – Time & Attendance tab.
- Enter your time for each day worked. Please make note of our Swing Shift Hours below if those apply to you.

### **Swing Shift Hours**

Swing shift hours are applied for any work performed 6:00 pm and after and you are paid extra. It is important to know that regardless of swing shift hours and how many of them you work, you must always report ALL of your hours as “Regular”, then you report how many of those hours are swing shift as well on a separate line in the portal. To add a line on your timesheet, simply select the plus button located under and to the right the Taskgroup. As a reminder, all time (Reg, Swing, etc...) reported should be in whole half hour increments and not in between the half hour marks.

### **How Swing Shift Hours Work**

If 4 or more of your hours fall into swing shift (6 pm-10 pm or greater), and there is no more than a 30 minute break in between, then your whole shift can be reported as swing shift, aside from regular hours worked. For example, if you work 12:30 pm to 10:00 pm and there is no more than a 30 minute interval within that shift, you would report 9.5 hours of regular pay, and 9.5 hours of swing shift pay. See screenshot below.



| Timesheet                    |             |             |             |             |             |             |       |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------|
| Mon<br>1/11                  | Tue<br>1/12 | Wed<br>1/13 | Thu<br>1/14 | Fri<br>1/15 | Sat<br>1/16 | Sun<br>1/17 | Total |
| 3.50                         | 3.00        | 5.00        | 4.50        |             |             |             | 16.00 |
|                              |             |             | 2.00        |             |             |             |       |
| Time Reporting Code          |             |             |             |             |             |             |       |
| REG - Regular Hours Worked   |             |             |             |             |             |             |       |
| Taskgroup                    |             |             |             |             |             |             |       |
| CSU                          |             |             |             |             |             |             |       |
| SHSWG - Shift - Swing (1.35) |             |             |             |             |             |             |       |
| CSU                          |             |             |             |             |             |             |       |

## **Holiday Pay**

This is the listing of the [CSUN holidays](#).

To calculate your holiday pay, (**this formula applies to your personal holiday as well**):

Holiday pay is based on the number of hours worked in the month the holiday is observed. All hours worked during the pay period are taken in consideration when computing holiday hours (exclusive of the holiday hours not actually worked). Holiday hours are to be recorded in the Absence Management module (not the Time & Labor module).

| <b>Hours worked</b> | <b>Holiday hours</b> | <b>Hours worked</b> | <b>Holiday hours</b> |
|---------------------|----------------------|---------------------|----------------------|
| 0-10.9              | 0                    | 91-110.9            | 5                    |
| 11-30.9             | 1                    | 111-130.9           | 6                    |
| 31-50.9             | 2                    | 131-150.9           | 7                    |
| 51-70.9             | 3                    | 151+                | 8                    |
| 71-90.9             | 4                    |                     |                      |

## **Absences**

To report your **ABSENCES**, select “Enter and View Absences” under the HR/Employee Time & Attendance tab once you have logged into the myNorthridge portal. Absences are entered in this Absence Management module and not in the timesheet module.

Note: All CSUN employees **must enter “NO LEAVE TAKEN”** in the Absence Management module regardless of whether or not you have any work hours to report.

All absence entries must be reported in whole hour increments and never in half hour increments. You must report your absences in the portal at the point of subbing out any assignment.

## **Mileage reimbursement/University travel**

## **How to Access your Electronic Pay Warrant**

For more information or clarification, feel free to email [gabriel.lopez@csun.edu](mailto:gabriel.lopez@csun.edu) with questions or concerns.