

# Payroll Basics

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## I. INTRODUCTION

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.

## II. PAYROLL ADMINISTRATION OFFICE

Payroll Administration is a unit within the Office of Human Resources, located in University Hall, Room 165. Our mailing address is:

**Payroll Administration/Office of Human Resources**  
California State University, Northridge  
18111 Nordhoff Street  
Northridge, CA 91330-8229

We are a service-oriented department committed to assisting employees and administrative departments. We are dedicated to processing accurate and timely pay for all faculty, staff and student employees. At the same time, we adhere to University guidelines and federal and state regulations. Working in collaboration with your department, we process pay eligibility and maintain employee leave records.

## III. PAYROLL CALENDAR

The **University Payroll Calendar** (<http://www.csun.edu/payroll/payroll-calendars-schedules>) lists important dates related to pay day, direct deposit, campus holidays, and time and attendance reporting.

## IV. UNDERSTANDING YOUR PAY WARRANT

### A. It's not a check, it's a warrant.

The State Controller's Office (SCO), which issues your pay, refers to pay checks as pay *warrants*.

### B. It comes from the State.

The SCO mails pay warrants to the campus. The warrants are distributed by University Cash Services to a designated member of your department.

### C. It's issued monthly.

- Warrants for salaried faculty and staff members are usually issued on the last day of the month or the first day of the next month.
- Hourly employees, student workers, shift differentials, bonuses, stipends, excess plus and special payments are paid on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> of the month falls on a Saturday, Sunday or University holiday, payday will be the prior business day.
- **If you are enrolled in Direct Deposit, you still get a monthly statement.** The *Direct Deposit Advice* is white rather than green, and the header says, "Direct Deposit Advice." This document indicates the amount of the deposit and bank routing information.
- For a detailed *Pay Warrant Legend* explaining your pay warrant, please go to: [http://www.csun.edu/sites/default/files/pay\\_warrant\\_legend.pdf](http://www.csun.edu/sites/default/files/pay_warrant_legend.pdf)
- **Note:** Requests for duplicate pay stubs cannot be processed through Payroll. Please be sure to maintain any records you need.

## V. DEDUCTIONS

### A. MANDATORY PAYROLL DEDUCTIONS

- Federal and State Tax
- Medicare Tax (1.45%), if applicable
- Social Security (6.2%), if applicable, to annual maximum earnings of \$118,500 (2015)
- Retirement (percentage based on your contract), if applicable
- Flex-Admin fee, if applicable
- When an employee pays any portion of their health premium, the State Controller's Office (SCO) charges an administrative fee of \$0.17 to forward your payment to the insurance carrier.
- "Fair share" or membership dues for union affiliation, if applicable; for more information, visit <http://www.calstate.edu/LaborRel/FAQAgencyFee.pdf>.

### B. VOLUNTARY PAYROLL DEDUCTIONS

- Insurance
- Membership dues
- University Affiliated Charitable Contributions
- Parking

Contact University Cash Services (UCS) to obtain parking permits and initiate and/or cancel parking deductions. All other voluntary deductions can be initiated and/or cancelled by contacting the respective companies.

## VI. TAXES & WITHHOLDING

- Select or make changes to your tax withholding status for federal and state taxes by completing the Employee Action Request Form: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std686.pdf>
- Forms should be submitted to Human Resources at least 15 business days prior to your next payday for the change to take effect during the current reporting period.

## VII. ESTIMATING NET PAY

You can use the following links to calculate the amount of taxes and other deductions taken from your pay warrant, resulting in your net (take-home) pay.

- Instructions on "How to Use Paycheck Calculator " is available at: <http://www.csun.edu/payroll/paycheck-calculator-instructions>
- Paycheck Calculator: <http://www.sco.ca.gov/Files-PPSD/calc15.xls>

## VIII. OUTDATED PAY WARRANTS

Pay warrants are valid for one year from the date of issue.

If you have a pay warrant that is over one year old, contact Payroll Administration regarding reissuing the warrant. If your pay warrant is more than three years old, you must request a replacement warrant directly from:

State Board of Control Government Claims  
PO Box 3035  
Sacramento, CA 95812-3035  
800-955-0045

More information is available online: <http://vcgcb.ca.gov/docs/forms/claims/GCClaimForm.pdf>

## IX. REPORTING A LOST, STOLEN OR DESTROYED PAY WARRANT

If you have not received your pay warrant or advice of direct deposit, contact your department administrator.

If you have had the pay warrant in your possession and it becomes lost, stolen or destroyed, come to the Office of Human Resources for assistance in completing an affidavit requesting a duplicate warrant. This form will then be submitted to the State Controller's Office. Please keep in mind that it takes approximately 2-3 weeks for a duplicate warrant to be issued.

## X. DIRECT DEPOSIT

**Eligibility:** All active employees are eligible to sign up for Direct Deposit, with the exception of special payees, one-time payees and consultants.

**Effective Date:** You can expect Direct Deposit to take effect on the second pay period after submitting the enrollment form.

**How to Enroll:** Complete the Direct Deposit Enrollment Authorization, <http://www.documents.dgs.ca.gov/osp/pdf/STD699.pdf> and attach a voided check (**not** a deposit slip) if depositing directly into a checking account.

**How Money is Deposited:** Earnings are wired from the State Controller's Office to the designated financial institution on pay day. View the Direct Deposit Schedule here: <http://www.csun.edu/payroll/payroll-calendars-schedules>

**Changing Financial Institutions:** Changing financial institutions for Direct Deposit can take up to two pay periods. During any transition, please check your Direct Deposit Advice to confirm which institution received and deposited your funds. You will typically receive a regular warrant before your Direct Deposit is redirected to the new institution. Note: pay warrants are green, and Direct Deposit advice is white; remember to deposit any warrants.

## **XI. W-2 FORMS:**

- A. Annual W-2 Statements are mailed each January directly from the State Controller's Office to an employee's address on record with Payroll Administration as of December 1. For instructions on updating your address, refer to: [XIII. Updating Personal Information](#)
- B. The November period is considered to be the last pay period of the tax year and the December pay period (warrant issued on January 1) is the first pay period of the new tax year.
- C. W-2's returned by the post office are kept on file in Payroll Administration. You may contact the office after February 1st to inquire if your W-2 was returned to the campus.

## **XII. REQUESTING A DUPLICATE W-2 FORM**

If you do not receive a W-2 Form, or if you need a duplicate W-2:

- A. If you have not received your W-2 by January 31, please verify your address on file with Human Resources by accessing the link inside the portal in > *Human Resources/Employee pagelet* > *Update My Personal Information*.
- B. A duplicate copy of a W-2 can be requested from the State Controller's Office. Information is online: [http://www.sco.ca.gov/ppsd\\_empinfo\\_dpw-2.html](http://www.sco.ca.gov/ppsd_empinfo_dpw-2.html).

## **XIII. UPDATING PERSONAL INFORMATION**

Human Resources can best serve you if we have your most current information on file. Please check your personal information annually. If any of your personal information changes at any time, please update them via self-service.

- A. Access the portal by signing in at [www.csun.edu](http://www.csun.edu)
- B. Find the *Human Resources/Employee* pagelet
- C. Choose menu item > *Update My Personal Information*  
Information that can be updated via self-service includes:
  - Change Name (Preferred)
  - Change home/mailling address
  - Change phone numbers
  - Change emergency contacts
  - Change email address
- D. For assistance, email SOLAR HR Support at [solarhr@csun.edu](mailto:solarhr@csun.edu), or call x 1000, press 2, press 3.

#### XIV. ACCRUALS – FINDING SICK LEAVE & VACATION BALANCES

Based on your administrative or collective bargaining agreement and/or position, you may be eligible to earn vacation, sick leave, and state service accruals after a qualifying pay period. Most new, full-time employees accrue 6 2/3 hours of vacation, 8 hours of sick leave, and one month of State Service for each qualifying pay period.

Accruals are posted on or around the 8th of the following month. You can view your balances by logging into the portal.

- Access the portal by signing in at [www.csun.edu](http://www.csun.edu).
- Find the *Human Resources/Employee – Time & Attendance* pagelet.
- Choose menu item *View Absence Balances*.
- For monthly activity, click on the *Details* icon in the last column.
- For assistance, email SOLAR HR Support at [solarhr@csun.edu](mailto:solarhr@csun.edu), or call x 1000, press 2, press 3.

##### Employee Balance Inquiry

Mickey Mouse

Last Finalized Balances											
Personalize   Find   View All     First 1 of 1 Last											
Absence Balances   Compensatory Time   State Service for Absence											
Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1 Mouse,Mickey	Active		0	10210	R07	2014-10	10/31/2014	137.000	156.033	1	

For additional information on Paid Time Off, go to: <http://www.csun.edu/benefits/paid-time>

#### XV. TIME AND ATTENDANCE

- Self Reporters are employees who report his/her own time and attendance in the system. Ask your manager if you are a self reporter.
- Non-Self Reporters report time and attendance to their manager and/or department timekeepers.
- Your department will provide training and procedures, as applicable. Contact your department to obtain additional information.

#### XVI. CONTACTING PAYROLL ADMINISTRATION

We're here to help! Please feel free to contact us:

Payroll Administration/Office of Human Resources  
California State University, Northridge  
18111 Nordhoff Street, UN 165  
Northridge, CA 91331-8229  
[www.csun.edu/payroll](http://www.csun.edu/payroll)  
Phone (818) 677-2101  
Fax (818) 677-5870