

MEMORANDUM

TO: Student and Intermittent Hourly Employees
Attendance Staff

FROM: Fiscal Services

DATE: August 26, 2003

SUBJECT: Time Change for Student and Intermittent Hourly Employee Payday

Effective July 1, 2003, pay date for Student and Intermittent Hourly employees was moved to the 15th of the month at 4:00 p.m. During the July pay period several individuals expressed concern that the 4:00 p.m. pick up provided only one business hour for check pick up before the cashiering windows closed. This proved to be especially difficult if payday fell on a Friday. Given there are several departments involved in the processing and disbursement of paychecks, we had to work together to ensure all these operations would be able to accommodate an earlier distribution time.

In an effort to better serve the campus, effective September 15, 2003, Fiscal Services is pleased to announce that the paycheck pick up time for Student and Intermittent Hourly employees will be at 2:00 p.m. on the posted monthly pay date around the 15th of each month. Posted dates can be found on the CSUB 03/04 Payroll Calendar distributed to all employees last June or at the Website www.csub.edu/FiscalSupp/Payroll/200304_PAYROLL_CALENDAR.pdf. We hope this earlier pick up time will help alleviate the timing concerns and better serve these individuals. Due to the size of Faculty/Staff Payroll on the first of the month, payday will remain at 4:00 p.m. on those dates. Cashiering is open Monday through Thursday until 6:00 p.m. during the academic year for check pick up.

Thank you for your patience in this process. We appreciate your efforts in expressing your concerns and are pleased we were able to make the change.