What do I need to do to get paid?
Federal law requires an employer to verify an employee’s ability to work in the United States prior to them performing any work. All new employees must report to Human Resources to complete the necessary paperwork in order to work and be paid. This must be done before the **FIRST** day of work. Failure to do so may result in the Foundation declining your employment.

How often will I get paid?
Foundation employees are paid on a semi-monthly basis. For work performed between the 1st and the 15th of a month, a check is issued on the 25th of the month. For work performed between the 16th and the end of the month, a check is issued on the 10th of the following month. Occasionally, there may be a change in pay dates due to bank or Foundation holidays. Please refer to the Foundation Holiday Schedule and Payroll Schedule available on the CSULB Foundation website at [www.foundation.csulb.edu](http://www.foundation.csulb.edu) for current year pay periods and pay dates.

How do I complete my Time Reporting Form?
The instructions are located on the reverse side of the form and they can also be found on the Foundation website at [www.foundation.csulb.edu](http://www.foundation.csulb.edu).

I am classified as an “exempt employee.” Do I need to complete a Time Reporting Form?
Yes, all employees paid on the Foundation payroll are required to complete a Time Reporting Form, however, exempt employees are only required to enter any Vacation or OPA hours used.

When does my Time Reporting Form have to be received by payroll in order to get paid?
Although the due dates are included on the Payroll Schedule, these dates usually coincide with the 16th and the 1st day of the month. Sometimes exceptions are made due to a holiday. Please refer to the Foundation Payroll Schedule for current year due dates.

Will the amount of my check change?
Yes. For non-exempt (hourly) employees the number of hours reported will vary. The semi-monthly pay period will cover actual hours worked from the 1st to the 15th of the month and the 16th to the last day of the month. The number of days paid will fluctuate anywhere from 9 days to 12 days depending on the month (please see the Foundation Payroll Schedule). A full time, exempt employee will receive half of their monthly salary on the first payroll of the month and half on the second payroll of the month.

Will my deduction amounts change?
Possibly. Most deductions are already based upon 24 paydays; therefore, deduction amounts should not change. However, there are a few deductions that are set up a little differently. Employees will be given the opportunity to specify what they want the deduction amount to be at the beginning of each calendar year so they can plan for the deductions.

How do I get my payroll check?
If you have enrolled in direct deposit, you will not have to worry about picking up your pay check (see direct deposit information below). If you receive your pay by a hard copy check, your payroll check is available for pick-up at the CSULB Foundation reception desk between the hours of 1 pm and 4 pm each payday. All pay checks not picked up by 4 pm are placed in the mail.
Can I sign up for direct deposit?
Yes, direct deposit is a great way to save employees a trip to the bank. It is the safest, most confidential, hassle free way to get your money into your checking and/or savings account. Your money is in your account on pay day and there is no worrying about lost, stolen or damaged checks. The Direct Deposit Form can be downloaded from our website at www.foundation.csulb.edu.

I did not receive the correct number of hours or the correct amount of pay, who do I contact?
The Foundation Payroll Department is committed to paying our employees timely and accurately. Contact the Payroll Department whenever you have questions about your payroll check. The payroll staff will review your check and/or Time Reporting Form to ensure you have a clear understanding of your pay.

I lost my paycheck, how can I get a new one?
A stop payment needs to be placed on the lost check before we can issue a new one. If your check is lost or stolen, contact the payroll department immediately so a stop payment can be placed on the check. Once we receive confirmation from the bank that the payment was stopped, a replacement check will be issued.

If my address changes or there is a change to my personal information, who do I notify?
Download and complete an Address Change Form and forward it to the Human Resources Department immediately after you move. This will help ensure that your paycheck, paycheck stub and/or year-end tax forms will not be lost in the mail. Anytime there is a change in your tax status resulting from a marriage, divorce, the birth of a child, etc., you may wish to complete a new W-4 Form and/or DE-4 Form.

I have more questions, who can I contact?
If you need additional assistance, contact the Payroll Department at 562-985-8487 or 562-985-8486. The Human Resources Department can be reached at 562-985-7950.