

**Help Desk Phone Number:  
(209) 933-7001, Ext. 1 or submit a  
payroll help ticket**

## **MAY PAYROLL UPDATE**

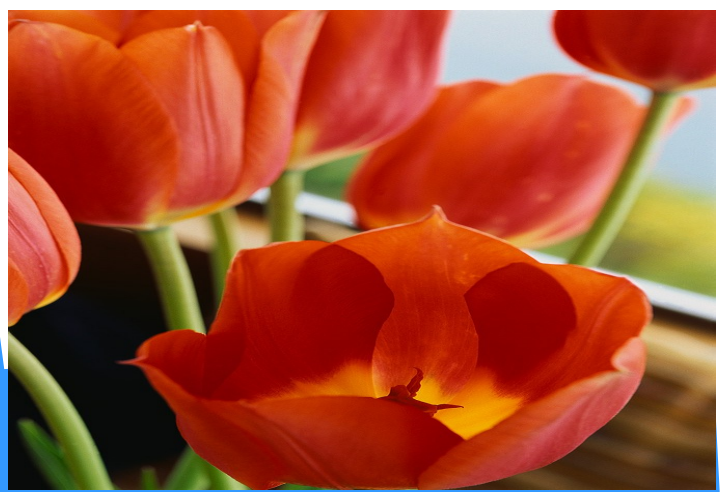
### **ATTENTION ALL EMPLOYEES!**

#### **PAYROLL HELP DESK PROCEDURES**

*Effective Immediately—The Payroll Help Desk will respond only to calls reporting:*

- 1) Incorrect pay;
- 2) Inaccurate Deductions;
- 3) Incorrect STRS/PERS credits or contributions.

*\*Note: Messages must contain the specific information necessary to research the problem being reported. See Highlights section for instructions if you did not receive your paycheck*



## **Highlights**

- Payday in May is on Friday, May 30th, 2025. Warrants will be mailed on Thursday, May 29th 2025
- Employees paid between July-May and are enrolled in Deferred pay or CSESAP will receive there Def/CSESAP pay no later than June 30th.
- CSEA 318 1% Retro will be paid out no later than May 30th, 2025.

NOTE: If you have not received your check within 2-3 working days after payday, you must come to the Payroll Window to sign an Affidavit of Non-Receipt and a new check will be issued to you 5 working days after payday. This procedure must be strictly adhered to and cannot be initiated, expedited or completed by phone.

#### **REMINDERS:**

**\*THE PROPER PROCEDURE TO REPORT A PAYROLL PROBLEM IS THAT THE EMPLOYEE MUST CALL THE PAYROLL HELP DESK OR SUBMIT A PAYROLL HELP TICKET.**

**\*REQUESTS TO PICK UP PAYCHECKS MUST FILL OUT A PICK UP CARD AT THE PAYROLL DEPARTMENT AT LEAST FIVE (5) WORKING DAYS PRIOR TO PAYDAY.**

**DON'T FORGET - All paperwork Timesheets are due in the Payroll office no later than May 21, 2025 and are to reflect time from the 21st of the previous month through the 20th of the current month. Please refer to the instructions on the back of the Time sheet, specifically #7. It is the employee's responsibility to assure timely submission.**

*\*Late Time Sheets/TSA's will not be processed at the end of the current month.*

**REMINDER: Deferred pay will be paid through direct deposit or will be mailed to the address on file. Please Log in to Employee Portal and click on Address Verification Request to check your current address and to make changes.**

Questions regarding class overage payments and/or adjustments should be directed to your principal.