CNR PAYROLL FAQ'S

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Q1. How do I get a copy of my earnings statement or W-2?

   A. Payroll direct deposit earnings statements and W-2s can be viewed and printed through the At Your Service portal. Click on "Sign in to My Accounts". If you are a first time user to this site you will need to set up a User Name and Password.
   Note: Your Employee ID number can be found on your earnings statement.

Q2. I have a payroll question, whom do I contact?

A.   Contact Campus Shared Services (CSS) in one of the following ways:
   1. Call CSS at 510-664-9000, Option 3
   2. Email CSS at hrapscsshelp@berkeley.edu
   3. Log onto the Blu portal (blu.berkeley.edu) and click on the "Campus Shared Services" link at the top to log a service request ticket

Q3. What are the pay days?

A.   Employee paid with a monthly payrate such as GSIs, GSRs, research academic appointments and career staff employees are paid on the 1st of each month. When the 1st of the month falls on a weekend, then the payday becomes the Friday before the 1st.

   Hourly employees are paid around the 8th working day of each month depending on Holidays.

 Q4. Do I need to turn in a timecard/timesheet to be paid?

   A. Employees paid with an hourly payrate must turn in a timecard with the hours noted for each day worked in order to be paid. Examples of hourly paid employees are student, workstudy employees, Readers and employees who work an irregular number of hours each month. Timecards must be signed by both the employee and the employee's supervisor(s) and received by CSS in one of the following ways:

1. Scan/email to cnrtimesheet@berkeley.edu
2. Fax to 510-664-9300

Timecards are available on the CNR website http://nature.berkeley.edu/site/payroll.php. Deadlines for submission are printed on the timecards.

Effective May 2010, GSRs, GSIs, and Postdocs are no longer required to turn in a timecard/timesheet to be paid. These payroll titles are paid automatically based on an approved appointment entered into the campus HCM system and passed to payroll. An approved appointment authorizes the appointment dates, payrate and percentage of time to be paid. See Academic Personnel Manual 390-60 & 61 for Postdoctoral leave policy. Leave is arranged between the postdoc and their PI or delegated supervisor.

Q5. What is an employee timesheet and who is required to submit the form?

A.   An employee timesheet, as opposed to an employee timecard, is required for employees who are eligible for leave accrual. Timesheets are used by employees paid by a monthly vs. hourly rate of pay. The timesheet is used to record the employee's vacation and sick leave usage. Timesheets are downloadable from the CNR website (http://nature.berkeley.edu/site/payroll.php). Employees should submit a timesheet to their supervisor for approval on the last work day of each month. For accountability of hours worked, Supervisors are responsible for turning in their employees' timesheets to CNR Payroll Services.

Q6. Where do I pick-up my payroll check?

A.   Check pick-up at the CNR is no longer available. Effective June 1, 2012, Central Payroll began mailing paper payroll checks to the employees who were signed up to receive a paper check. The check is mailed to the employee's home address. Please verify or update your home address via the At Your Service website to ensure the correct mailing address in the central system.

In order to receive your pay without potential delay, we encourage you to sign up for direct deposit or the ADP TotalPay card. For more details, please see Central Payroll website, Pay Options: http://controller.berkeley.edu/payroll/PayOptions/index.htm