California State University SAN MARCOS | CSUSM Corporation

Management Newsletter

August 2020

Timekeeping Reminders

Supervisors are required to:

1. Approve any pending time off prior to approving employee's timecards. See instructions link: Time Off Approvals
2. Review and correct employees' time. Please make sure employees/students are taking lunch breaks if they are working over 6 hours per day.
3. Please review total hours prior to approving time.
4. If any changes are made by supervisor, employee will be required to approve own time again.
5. Approve employees' timecard after approving all pending time off and by timecard deadline.

2020 Payroll Calendar Link

Next Timecard Deadline:
Tuesday, September 1, 2020 by 2:00pm

Employee Engagement Activities

We know team building in a remote setting can be a bit challenging, so here are a couple ideas to make it more enjoyable. Try these activities at your next virtual meeting!

- Everything from A-Z icebreaker - Break out into small teams, and give each team 5 minutes to gather items starting with every letter of the alphabet
- Guess Who? – Each team member will submit a fun fact about themselves, the facilitator will read each aloud, and then the rest of the team tries to guess who said what

Access to more fun ideas: 10 Virtual Icebreakers; Fun Tips

Rollouts Coming Soon…

- Employee Handbook – Updated 2020
- Combined Faculty and Standard EAF
- Injury and Illness Prevention Program

Workers Compensation Update

CSUSM Corporation's Urgent Care facility has changed to the below address:

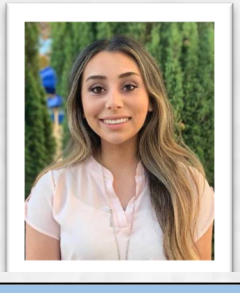
Palomar Corporate Health Services- Escondido
2125 Citracado Parkway, Suite 130
Escondido, CA 92029

(Fax): (760) 510-7374
(Phone): (760) 510-7373

PALOMAR HEALTH
Passion. People. Purpose.™

Minimum Wage Increase

Effective January 1st, 2021, the minimum wage rate in the state of CA will be raised to $14.00/hr. All employees currently working with a rate below $14.00/hr, who will be continuing to work after 12/31/20, will need to be adjusted. Please plan to submit an updated EAF to hrcorp@csusm.edu by early December, prior to the holiday break.

Introducing New HR Assistant

CSUSM Corp has a new HR Assistant, Alexa Cordero! She has been working for the CSUSM Corporation for one year as an Administrative Assistant and has now moved to the HR department. Previously, she also worked at CSUSM's Telephone Services as a Lead Operator. Alexa is striving to earn her Bachelor of Science in Business Administration with an emphasis in HR by December 2020. She will be working part-time during the semester, while also serving as the President of the CSUSM Society for Human Resources Management (SHRM) and completing her full course load. Send her a quick email saying hello (acordero@csusm.edu)!