Contacting Payroll

Each campus department has its own Account Representative in Payroll. The list of Account Representatives by department is available at http://hr.fullerton.edu/Payroll/Documents/Department_Listings.pdf

Glenda Hart
Director, HRS/Payroll

Analysts

Karen Batten	(657) 278-3736
Ruby Cook	(657) 278-4286
Marilou Encina	(657) 278-2523
Gwen Hooks	(657) 278-7542
Susan Smith	(657) 278-3704

Account Representatives

Cheryl Baldridge	(657) 278-4072
Leticia Boediarto	(657) 278-7178
Ina Campbell	(657) 278-2522
Ann Truong	(657) 278-3676
Patricia Verdugo	(657) 278-4073
Stacey Wilson	(657) 278-7354
Theresa Wright-Reid	(657) 278-4677

Administrative Support Coordinator

Rita Salazar	(657) 278-2521

Human Resource Services/ Payroll

2600 East Nutwood Ave
College Park 770
Fullerton, CA 92831-3599

Mailing Address:
CSUF Payroll
P.O. Box 6808
Fullerton, Ca 92834-6808

Hours of Operation:
8:00 a.m. – 5:00 p.m.
Monday—Friday

Phone: (657) 278-2521
Fax: (657) 278-7209
Email: payroll@fullerton.edu

Website
http://hr.fullerton.edu/Payroll/

CSUF

CALIFORNIA STATE UNIVERSITY

FULLERTON

NEW EMPLOYEE INFORMATION

Human Resources Payroll Services

"Providing Quality Customer Service is Our Business"

Payroll Website

http://hr.fullerton.edu/Payroll/

Valuable information is available on the Payroll website including forms, calendars, holiday schedules and attendance guidelines.

Additionally, there is a link to the Collective Bargaining Agreements (Union Contracts) for your reference.

Payment Information

Pay Processing and Troubleshooting information is available at http://hr.fullerton.edu/Payroll/Documents/Pay Processing and Troubleshooting.ppsx.

•Paydays

Payments are generated by the State Controller's Office in Sacramento and are distributed by Human Resources to the department's Warrant Coordinators. All employees are paid monthly. Faculty and Staff are paid on the last workday of each pay period. All others (Student/Intermittent/ Special Consultant and miscellaneous pay) are paid mid-month. Payday schedules are available on our website.

Specific questions may be answered by the FAQs that are on our website at http://hr.fullerton.edu/Payroll/FAQ.aspx.

•W-2 Form – Wage and Tax Statement

W-2s are mailed directly by the State Controller's Office by January 31st to the employee's address on file.

For a duplicate W-2, a fee by the State Controller's Office will be assessed.

•Employment Verification

Employment verifications are handled by 'The Work Number', an automated employment and salary verification service. Additional information is available in the Payroll Office and on our website.

•Direct Deposit

Generally, most employees are eligible to participate in the Direct Deposit Program. The application is available in the Payroll Office and on our website. It will take approximately six weeks from the time the application is received in Payroll AND after your appointment is processed for the direct deposit to be effective.

Note: If you need to change financial institutions , do not close the old account until the change to the new account is in effect.

Self-Service

You can access your personal information including your benefit information, compensation history, leave balances, home address and contact information through Titan Online. Self-service access instructions are available through Titan Online. Follow the steps below to navigate from the CSUF webpage:

Login to the portal > Titan Online > HR Training Resources (under Human Resources)

If you are unable to access Titan Online, please contact the Help Desk at (657) 278-7777.

•Benefits

Questions regarding employee benefits (e.g., health/dental/vision insurance, Tax Sheltered Annuities, Deferred Compensation, life insurance, fee waiver) should be referred to Human Resources at (657) 278-2425.

•Miscellaneous Deductions

Questions regarding miscellaneous voluntary deductions (e.g., credit union, car and other voluntary insurance) should be referred directly to the appropriate company/institution.

•Fair Share Fee

Fair share fee is a deduction required by law for represented employees (in a position covered by Collective Bargaining Agreement/Union Contract). The fee is charged to those employees who do not choose union membership. Questions regarding fair share fee should be referred to the campus Union Representatives http://hr.fullerton.edu/Payroll/Documents/UnionReps2009_06.pdf

•Parking

Information regarding parking permits and other parking-related inquiries should be referred directly to Parking and Transportation at (657) 278-3082.