FAQs

• Where do I pick up my check?
  Checks are available at the Research Foundation reception desk, located on the 1st floor of 25 Main Street. These include paychecks, reimbursements, stipends, and other payments. Checks are distributed between 9 AM – 4 PM Monday through Friday.

• When are checks issued?
  Paychecks are issued twice a month. Depending on your status, they are usually issued on separate dates for Cycle 1 (benefited) and Cycle 2 (non-benefited) employees. You can visit our Time Reporting page for the pay dates for each Cycle here.

• Where do I turn in timesheets/check requests/cash requests?
  Timesheets and check requests can be dropped off at the RF reception desk in 25 Main. You can also use campus mail to get them to our office – our campus zip is 246.

Cash advances, deposits, petty cash replenishment, and all other cash items will occur at the cashiering office located at 25 Main Street, Suite 203 on the 2nd floor. The cash desk operates from 9 AM – 4 PM Monday through Friday except during the summer, where it is open from 9AM – 4 PM Monday through Thursday and 9 AM - noon on Friday. Please do not send cash or checks through campus mail. The Accounts Receivable/Cashiering Supervisor is Dan Hicks, dbhicks@csuchico.edu.

• Are original timesheets no longer required?
  For payroll to process timesheets, they may be submitted via fax or email; however, we will need the original timesheets shortly thereafter. The fax number for payroll is 530-898-3391, email rfpayroll@csuchico.edu.

• Who do I contact for Purchase Order Payments in RF Admin?
  Contact Accounts Payable Supervisor, Kevin Hansen, at kdhansen@csuchico.edu.

• Will Cycle 2 employees be given the option of direct deposit?
  Direct deposit is now available for Cycle 2 employees as well as Cycle 1. Forms can be found on our website here; they can be returned to the RF reception desk in 25 Main Street. Be sure to include a voided check or a Direct Deposit statement from your bank with your form. Questions can be sent to rfpayroll@csuchico.edu.

• I am short of check request forms. Who do I contact?
  You can call our AP Student Desk at 530-898-3392 or email fdnadmin@csuchico.edu. Please include your name and campus zip.