



## Human Resources

### Frequently Asked Questions

**1. How long does it take to process a Personnel Action Form (PAF) if all the information is correct?**

- ◆ It may take several days for the Office of Research and Sponsored (RESP) analyst to review the PAF. Once the Human Resources (HR) office receives completed forms they are processed usually within a day. If we are at a payroll deadline, the processing time will be accelerated.

**2. What are common errors that delay PAF processing?**

- ◆ Not obtaining appropriate signatures;
- ◆ Not including pay rates or project/object numbers
- ◆ Not completing and attaching a brief job description

**3. How do I find out if someone is already assigned to a project (PAF'd)?**

- ◆ Call the HR office at x6811

**4. What is a Blanket Action form (BAF)? NOTE: A BAF can only be used for cycle 2 (non-benefited) employees.**

- ◆ Occasionally there is a single action (e.g., project addition/project deletion) that affects a group of employees. As long as it is the same action one form (a BAF) can be completed. If you have questions about when it is appropriate to use a BAF, contact the HR office at x6811

**5. Can I give an employee a retroactive pay increase?**

- ◆ Retroactive pay increases can be given with proper documentation and the approval of the HR department

**6. How do I give an employee a pay raise?**

- ◆ Pay raises are generally the result of :
  - \* Merit increases, which require a performance review
  - \* Promotion to acknowledge new job duties and increased responsibility – usually the result of a recruitment and successful outcome
  - \* Reclassification to acknowledge change in job duties, usually over time, that have resulted in increased responsibility (requires a written justification of how job responsibilities have changed (i.e., old and new job descriptions)

\* COLA (cost of living adjustment) granted to all employees in a unit at the same time and for the same percentage increase.

\* Each action must be accompanied with a PAF

**7. Can I just pay an employee a stipend instead of putting them on payroll?**

- ◆ No. Stipends cannot be paid for services/work performed by an individual.

**8. Can I pay a state employee as an Independent Contractor (IC)?**

- ◆ Generally, “No”. However there may be some very rare and extenuating circumstances. Contact Karen Finley, HR Director at x6811 for assistance with this issue.

**9. Why do we need to do a new hire packet for a State employee or a previous Foundation employee?**

- ◆ Although closely related, CSU, Chico and The CSU, Chico Research Foundation are completely separate employers. All mandated documents (I-9, W-4, applications, DMV, etc.) for employment purposes are required by both entities.
- ◆ In addition because the Foundation is a private, non-profit organization, there are separate employment rules that govern its operations than those of the State. Separate notices of information are required.
- ◆ If a Foundation employee has had a break in service exceeding one year, reinstatement is considered a new employment action.

**10. When must we advertise a job if we need to hire personnel (other than students) on a Foundation project?**

- ◆ Advertising is always recommended. It can be as simple as posting an announcement at student employment for a student position or posting around the state. The HR office manages all recruitments to ensure, that as a private business, we meet our Equal Opportunity and Affirmative Action requirements.
- ◆ All benefited positions MUST be advertised and fully recruited.
- ◆ If a part-time, non-benefited position will, in all likelihood “grow” into a benefited position (1040+hrs/year) it is HIGHLY recommended that it be advertised and recruited for at the beginning.
- ◆ If a part-time non-benefited position becomes benefited and there is an incumbent who was not recruited, the position will need to be posted and recruited. No promises should EVER be made to an individual that they are guaranteed a job. Please refer to the Hiring Overview and Recruitment information posted on the Supervisors Support page on the Foundation’s website.

**11. Do I have to fill out the all the new hire paperwork and attend an orientation for a temporary 2-week assignment?**

- ◆ Yes. All of the documentation is required whether it is a one-day assignment or an on-going one.

**12. How do I find out if an employee is still active on Foundation?**

- ◆ Call the HR Department x6811

**13. Why do I have to fill out the Foundation Department of Motor Vehicle (DMV) forms, when I have already completed them for the State?**

- ◆ The Foundation must gather its own information and releases. CSU, Chico and the Foundation are prohibited by law from sharing employee information. This also applies to livescan (fingerprinting)

**14. Which timesheet do I use?**

- ◆ There are 5 separate timesheets which can be downloaded off our Web page or obtained at the Foundation Administration office:
- ◆ Timesheet A – benefited salaried (exempt) employees (not CSU employees)
- ◆ Timesheet A-1 – benefited hourly (non-exempt) employees (not CSU employees)
- ◆ Timesheet B – non-benefited hourly employees (not CSU employees)
- ◆ Timesheet C – CSUC faculty/Staff timesheet for hours worked for the Foundation
- ◆ Timesheet D – Flat Fee non-benefited timesheet (rarely used)

**15. What do I do if an employee has not received their paycheck?**

- ◆ Call the HR Department x6811

**16. How does an employee change his or her address?**

- ◆ An employee of the Foundation completes an Administrative Data Form for address changes. These are available on-line at [www.csuchico.edu/rfdn](http://www.csuchico.edu/rfdn).

**17. How do I find out an employee's Foundation employee ID number?**

- ◆ Call the HR Department x6811

**18. Can I use a copy when an employee doesn't have original documents for I-9 verification?**

- ◆ Only originals (certified copy of a birth certificate) can be used for verification purposes.

**19. How many hours may someone work?**

- ◆ It really depends on the classification of the employee.
- ◆ Students may work up to 20 hours/week (campus policy)
- ◆ Non-benefited (not students) employees may work up to 999 hours in a fiscal year.

- ◆ Faculty & Staff must follow the Chancellor's Office Coded memorandum on Additional Employment (Additional Employment Policy HR 2002-05). Refer to <http://www.calstate.edu/HRAdm/pdf2002/HR2002-05.pdf>.
- ◆ No hourly (non-exempt employees can work over 8 hours in any single day or over 40 hours in a work week (Sunday-Saturday) without incurring overtime pay.
- ◆ All employees working more than five hours a shift must be given a minimum ½ hour meal break. If the shift ends at six hours, by mutual consent of the employee and supervisor, the meal break can be waived. See the Meal Waiver Form on the Foundation's website.
- ◆ All employees are entitled to a 15 minute rest break for every 4 hours of work to be taken as close to the mid-point as possible.

For more detail and additional information you may refer to The CSU, Chico Research Foundation Employee Handbook or call the Human Resources office at 530-898-6811. The Foundation's website can be found at [www.csuchico.edu/rfdn](http://www.csuchico.edu/rfdn)