

Chico State Enterprises Announcements

Exempt Salary Allocation and Absence Form (Formerly the CSE Benefited Salary Timesheet)

Wednesday, November 20, 2019

Chico State Enterprises (CSE) has changed the title of the Benefited Salary Timesheet to [Exempt Salary Allocation and Absence Form](#). This title change was made to more accurately reflect the function of the form which is not to track hours worked, but to report the following:

- Allocation of salary between projects using percentages, not hours
- Reporting of all full or partial absences from work

Additionally, the attestation statements below the signature fields have been updated as well. CSE encourages employees to read these statements before signing.

The Exempt Salary Allocation and Absence Form is located on the [CSE website](#). Please begin using the new form beginning with pay period beginning, December 1, 2019.

Please email Joshua Bullock at jrbullock1@csuchico.edu with any questions.
Thank you.