

Chico State Enterprises Announcements

New Chico State Enterprises Timesheets – Effective September 1, 2019

Friday, August 30, 2019

The CSE Payroll team has created new timesheets to both simplify and improve the reporting and processing of payroll. Please begin using the new timesheets **effective September 1, 2019** by downloading the latest versions from the [CSE Payroll webpage](#).

CSE Timesheets have been simplified and condensed to four types: Benefited Hourly, Benefited Hourly (Summer Schedule), Non-Benefited Hourly, and Salary.

The following details additional updates to the timesheets:

- **Non-benefited timesheets** – The blue box next to the employee name field indicates the employee type. These types are Regular, Student, Campus Faculty, and Campus Staff. A single click of the radio button is all that is needed. Campus faculty and campus staff will now need to record in and out time in order to comply with labor laws.
- **Additional payments** – There is now a fillable field for additional payments in the middle of the timesheets. All additional payments are subject to Overtime and Double time in the period they are paid.
- **Additional payments for Salary** – As with the hourly timesheet, there is a new section on the salary timesheet for Additional Payments. These payments are for Bonuses, Speaker Fees, and other Fixed amounts.
- **“Other” column next to Vacation, Sick, and PTO** – Five radio buttons allow you to describe with a single click what the “other” hours are for. These include floating holiday, bereavement, jury duty, PTO, or other. If “other” is selected the description will need to be handwritten on the signed copy next to the check box.
- **Project and Object Converter** – The converter has been removed. The project and object cells will allow you to enter any project/object number without validation. Please ensure that the project/object numbers match with what was entered on the PAF. Any variations could result in delays or errors in processing.
- **In/Out Hours** – In/out times can be typed in or added via the drop-down box. Hours should be typed in as HH:mm with a space before AM or PM or 24-hour format without AM or PM. For example: 5:15 pm or 17:15.
- **Meal penalty column** – This column denotes if an employee does not take their meal break within the first five hours of their day unless the employee works less than six total hours. Payroll will use this column as a flag to verify if meal waivers are on file and apply a meal penalty if necessary. Meal penalties can be allocated as necessary to the projects, but do not have to be applied in the same percentages as hours.
- **Overtime, Double Time, Meal Penalty** – Due to your requests, Overtime, Double time, and Meal Penalties can be allocated to any project and do not have to follow the same percentages as the hour splits.
- **Total Hours** – At the bottom of this section where hours are allocated between projects (upper, right hand side of the timesheet) is the “Total Hours (missing)” field. Supervisors need to ensure that the values in this row are zero before submitting to payroll. If there are any values in this row, hours have not been properly allocated to a project.
- **No handwritten timesheets** – All information, except signatures, must be typed to certify the integrity of the information when processed.

Thank you for your assistance in helping the payroll process run more smoothly. Our wonderful Payroll team is diligently working to ensure a successful payroll process. The new timesheets are key in communicating hourly information in that process. For any questions related to the format of the timesheets please e-mail [CSE Payroll](#) or [Josh Bullock](#).