

Chico State Enterprises Announcements

Monday, December 12, 2022

Graduating CSE Student Employees

If your project employs students who will no longer be working and/or they will be graduating, please complete a Non-Benefited Employee Termination Checklist, final timesheet, termination PAF, and Change in Relationship Notice and submit the documents via our secure drop box, [Separation of Employment Documents Submissions](#).

Please submit paperwork five business days prior to the employee's last day of work. This timeline allows HR and Payroll adequate time to process the paperwork and pay in accordance with California Labor Code requirements. Penalties may apply to projects if departing employees are not paid in a timely manner.

All required forms can be located on the CSE website:

- [Non-Benefited Employee Termination Checklist](#)
- [Personnel Action Form \(PAF\)](#)
- [Timesheets](#)
- [Change in Relationship Notice](#)

For questions, please contact CSE Human Resources at csehr@csuchico.edu or CSE Payroll at csepayroll@csuchico.edu.

Thank you.