

Chico State Enterprises Announcements

Monday, December 4, 2023

Required Separation Documents for Graduating CSE Student Employees

If your project employs students who will no longer be working for Chico State Enterprises or graduating, please complete the required Human Resources documents listed below and submit via our secure drop box, [Separation of Employment Documents Submissions](#).

- [Separation Checklist](#)
- [Personnel Action Form \(PAF\)](#)
- [Change in Relationship Notice](#) (California Labor Law required)
- Final timesheet

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.

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

Thank you.

Manage Email Preferences

All Chico State Enterprises (CSE) employees, project directors, and authorized signers on CSE accounts receive CSE Announcements via email and cannot opt out.

- *If you are no longer an active CSE employee, please notify [CSE Human Resources](#) via email.*
- *If you are no longer a project director and would like your name removed, or wish to add administrative staff to the distribution list, please email [CSE Announcements](#) with appropriate instructions.*
- *CSE Announcements can also be accessed via the [CSE News and Information page](#).*